

*A Guide to  
Careers and Occupations  
in Washington State*



**PLAN  
FOR TOMORROW  
TODAY**

**JANUARY 2002**

**WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD**

<http://www.wtb.wa.gov/careerguide>

GARY LOCKE  
Governor



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### *Message from the Governor*

As Governor of the state of Washington, I am pleased to share with you, *Plan For Tomorrow Today*, a publication provided by the Workforce Training and Education Coordinating Board. *Plan For Tomorrow Today* will help you learn about the education, training and employment opportunities available in our state. It will also assist in focusing your career search.

*Plan For Tomorrow Today* contains information on hundreds of occupations, including wage data, employment outlook and location of education and training sites. The guide discusses financial aid, non-traditional employment, special services and suggestions for getting and keeping a job. A new feature is the list of Internet addresses to use in expanding your career search.

Washington's future has always been connected to its people and its excellent education programs, diverse workforce and numerous workplace opportunities. More than ever before, our continued prosperity will depend on our ability to acquire higher levels of skill which can translate into higher-wage employment.

As Governor, and as a parent, I place great value and importance in our state's ability to maintain education and employment options for all residents. *Plan For Tomorrow Today* can help you select the option that's right for you – for today and tomorrow.

Sincerely,

Gary Locke  
Governor



STATE OF WASHINGTON

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD

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### MESSAGE FROM THE EXECUTIVE DIRECTOR

On behalf of the Workforce Training and Education Coordinating Board (WTECB), welcome to the 1998 edition of *Plan For Tomorrow Today*.

Whether you are a student considering your future occupation or an adult making a career change, choosing a career is an important and challenging decision. Your decision to attend a community or technical college, private vocational school, four-year college, enter military service, or enter the workforce depends greatly on the information you have to make your decision.

*Plan For Tomorrow Today* is a great place to start. Section One - Career Search - will help you assess your interests and abilities, and introduce you to more than 330 occupations, along with wage data and employment outlook for each occupation. Section Two - Education and Training Opportunities - describes the various education and training options available in Washington State, including information about apprenticeship and nontraditional employment. Section Three - Preparing for Employment - provides information about getting and keeping a job, and some special services that may be of interest.

*Plan for Tomorrow Today* will soon be on the Internet at [www.wa.gov/careerguide](http://www.wa.gov/careerguide). We are developing the electronic version of the career guide to replace the printed version which will be discontinued after copies of this edition are depleted. In the future, this site may be expanded to include a wide array of career and related information with links to many other state and national sources of information. I encourage you to use this exciting new format to assist you in gathering information about careers and occupations.

Wishing you success, now and in the future.

Sincerely,

Ellen O'Brien Saunders  
Executive Director



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Preparing a career guide is much like career exploration itself. Many different publications, agencies, and people have to be consulted. The staff of the Workforce Training and Education Coordinating Board would like to recognize those who made a significant contribution to the development of this edition of *Plan for Tomorrow Today*.

**Washington State Board for Community and Technical Colleges**  
**Washington State Occupational Information Coordinating Committee**  
**Washington State Department of Licensing**  
**Washington State Office of the Superintendent of Public Instruction**  
**Washington Occupational Information System**

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Welcome to

## *Plan for Tomorrow Today — A Guide to Careers and Occupations in Washington State*

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### **THE CAREER GUIDE IS PRESENTED IN THREE SECTIONS**

#### **Section I—Career Search**

is a self-assessment tool presented in three files: B-1, B-2, and B-3 (see Table of Contents on following page). B-1 is designed to help you determine your interests and aptitudes, which will help you focus on occupations that are right for you. This section also includes information about the Washington Occupational Information System, WILMA, and Consumer Reports providing more detailed information about occupations and the world of work. Included in section B-2 are descriptions of more than 330 occupations (arranged in 16 career areas) along with wage data and employment outlook. Section I B-3 correlates occupations and education and training opportunities.

#### **Section II—Education and Training Opportunities**

provides a description of Washington's education and training programs and many related services. The location of education and training sites for each occupation is also included.

#### **Section III—Preparing for Employment**

offers suggestions about getting and keeping a job. This section also provides "supporting information" about licensing and other state and local agencies that provide employment assistance.

### **GETTING STARTED**

Deciding what you want to do with your life is not easy. Whether you are looking forward to your first job, going back to work after an absence, or simply interested in finding a different kind of work, you will need a general plan and a sense of direction. If you set a general goal and consider a variety of options, your chances of finding job satisfaction are much better than if you drift from one goal to another.

Many people get discouraged, not because they have set unrealistic goals for themselves, but because they haven't explored all the possibilities to help them reach these goals.

While there are many sources to help you select a career, **you** must take the responsibility for making your own decisions.

### **PLEASE NOTE**

Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice, and final career decisions are the responsibility of the reader.

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# Section I – Career Search

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## *Assessing Interests & Abilities*

### WHAT DO I WANT TO DO WITH THE REST OF MY LIFE?

If you are choosing a career or beginning the job search, you've most likely asked yourself: "What do I want to do with the rest of my life?" You have probably found that there are no easy answers to that question. First, there are so many types of jobs; how do you know which careers and jobs are out there for you? Second, you must pick a career that is "right" for you. You don't want to find yourself doing a job you don't like.

Some answers to the questions you are asking yourself can be found on the following pages. In this section, you will find advice on where to begin a job search, how to write resumes, how to complete a job application form, what to do in an interview, and how to handle rejection.

### KNOW YOURSELF

Self-appraisal is a process of gathering information about yourself. Recognizing your goals, abilities, interests, skills, experience, and education will point you in the right direction. Satisfaction and success on the job will greatly depend on how well your skills and abilities match the job. Some self-appraisal is important to anyone looking for a job, but for a student, a homemaker or retiree returning to the workforce, or someone considering a career change, self-appraisal is vital.

Everyone possesses hundreds of skills, whether or not they use them everyday. Almost everything requires some abilities, whether at home, on the job, or even during leisure time. Although we rarely think about the skills we have, how we use them, or which ones we enjoy the most, all are important to how we plan our careers.

Write a list of your skills and abilities so you know what you have to offer an employer. You may want to begin thinking about yourself by asking a few simple questions.

- **Interests**

Do you like to work with people, numbers, or objects? Do you like directing or organizing? Are you scientific or technical? Do you like detail work?

- **Aptitudes** (*physical and mental skills*)

Do you have good verbal skills, spatial perception, or manual dexterity? Do you have any special talents or aptitudes?

- **Temperament**

Do you like to work under stress (things that cause you to worry or make you feel bad)?

- **Education**

What jobs have you held in the past? What did you like or dislike about each? What equipment can you operate? Have you ever done any volunteer work? Have you had responsibilities in any clubs or organizations?

- **Working Conditions**

Could you work in a noisy atmosphere? Could you work in a job where risk or injury is possible? Do you prefer to sit or stand? Do you prefer working indoors or outdoors? Which physical or mental skills of a job would you be able to handle?

- **Hours of Work/Pay**

How much money would you like to earn? Are you willing to travel? Are you willing to work various shifts? Are you willing to work weekends, nights, or overtime?

### Remember

You have plenty of time  
to explore different options  
and to change your mind.  
Don't narrow your career scope  
too early. Instead, pick a general  
career field such as office work,  
computers, or electronics.  
You can always make specific  
occupational choices later on.

# Section I – Career Search

## Assessing Interests & Abilities (cont.)

The following seven exercises are designed to help you compare your interests and skills with types of job characteristics. You should explore every fact possible to better match your interests and abilities with an occupation.

Information to help you with the exercises is provided on the following pages. In some cases, it is suggested you seek help from knowledgeable individuals in business and industry. Remember, an occupation usually refers to a general area of employment and may include many specific jobs or tasks. You

will likely change jobs many times within an occupation, and you may change occupations during your lifetime. All jobs in an occupation are not alike, so don't eliminate an occupation because of a single job characteristic. You should check further into the occupation, either through reading, talking to a counselor, or better still, talking to someone working at that job.

### A Note of Caution

The following exercises and charts can be helpful in organizing occupational information, but are intended only as general exploratory tools.

### EXERCISE 1: LIFE CIRCUMSTANCES

A. List five activities you would like to do.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

B. What are your hobbies and special interests?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

C. Now list jobs related to your hobbies or interests.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

D. Are you changing your choice of work? Why?

- \_\_\_\_\_
- \_\_\_\_\_

E. If you are employed, what don't you like about your present job?

- \_\_\_\_\_
- \_\_\_\_\_

F. List five jobs that you can see yourself doing now or in the future.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

G. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? What are some ways to overcome these?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Section I – Career Search

## Assessing Interests & Abilities (cont.)

### EXERCISE 2: EDUCATION

List all of the schools you have attended, dates, courses of study, and degrees received. If you have not completed your education, write your plans and how you will finance continued education or training.

| Training or Education | Dates | Degrees |
|-----------------------|-------|---------|
|-----------------------|-------|---------|

- |   |  |  |
|---|--|--|
| 1. High School or GED                         |  |  |
| For what jobs has this training prepared you? |  |  |
|   |  |  |
|   |  |  |
| 2. Community or Technical College             |  |  |
| For what jobs has this training prepared you? |  |  |
|   |  |  |
|   |  |  |
| 3. University                                 |  |  |
| For what jobs has this training prepared you? |  |  |
|   |  |  |
|   |  |  |
| 4. Private Career School                      |  |  |
| For what jobs has this training prepared you? |  |  |
|   |  |  |
|   |  |  |

### Other Training

List special training you have received—dates, places, and skills you obtained them. Include business and trade schools, correspondence courses, military training, or special courses you completed through your employer.

|  |
|--|
|  |
|  |
|  |
|  |
|  |

### EXERCISE 3: WORK EXPERIENCE

Make a work sheet like this for each of the jobs you have held, including part-time or volunteer work.

|  |
|--|
| Employer's Name  |
|  |
| Employer's Address   |
|  |
|  |
| Supervisor's Name  |
|  |
| Dates Worked from to   |
|  |
| Reason You Left Job  |
|  |
|  |
| Equipment/Machines/Vehicles You Operated   |
|  |
|  |
| Title of Job Held  |
|  |
| Tasks You Performed  |
| 1.   |
| 2.   |
| 3.   |
| 4.   |
| 5.   |
| Now, prioritize each task (high, medium, low, etc.) to determine how satisfying the job was to do. Would you like another job like this one? |
| 1.   |
| 2.   |
| 3.   |
| 4.   |
| 5.   |



# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### EXERCISE 4: CAREER INTEREST AREAS

This activity helps you match your interests with types of careers. For each of the 109 items below, circle the letter of the activity you would rather do. It doesn't matter if you like both of them a lot or dislike both of them a lot; just pick the one you would rather do, and circle that letter.

- |   |   |  |
|---|---|--|
| 1. A. Write a novel<br>B. Study the causes of earthquakes                 | 15. L. Construct a wall<br>G. Manage an investment portfolio                                      | 28. E. Drive a truck<br>D. Analyze handwriting   |
| 2. C. Plant and harvest crops<br>S. Drive a bus                           | 16. N. Tutor students<br>R. Work at a zoo   | 29. B. Test guns used in crimes<br>F. Run a factory sewing machine                     |
| 3. E. Measure and grade logs<br>F. Run a machine                          | 17. J. Take care of children<br>P. Plan special diets   | 30. G. Use a calculator<br>R. Train racehorses   |
| 4. G. Work in an office<br>H. Sell something door-to-door                 | 18. M. Lift weights competitively<br>Q. Design a website  | 31. D. Work as a security guard<br>H. Work in a department store                       |
| 5. I. Cut and style hair<br>J. Help someone just out of prison find a job | 19. A. Paint a landscape<br>K. Supervise police officers  | 32. J. Feed the hungry<br>M. Recruit baseball players                                  |
| 6. K. Write a policy manual<br>J. Be a professional athlete               | 20. C. Mow lawns at a golf course<br>B. Study better ways of processing food                      | 33. P. Help people at a mental health clinic<br>L. Remodel old houses                  |
| 7. L. Design a freeway<br>N. Conduct a field trip for students            | 21. H. Sell clothes<br>E. Fix a car   | 34. N. Teach aerobics<br>D. Direct the landing and taking off of planes                |
| 8. O. Balance a checkbook<br>P. Take an x-ray                             | 22. F. Check products to make sure they were made right<br>G. Be in charge of clerks in an office | 35. I. Trim beards<br>K. Collect back taxes  |
| 9. Q. Write a computer program<br>R. Train animals                        | 23. I. Work as a restaurant host or hostess<br>M. Coach basketball                                | 36. O. Plan estate disbursement<br>Q. Enter data                                       |
| 10. C. Be in charge of replanting forests<br>A. Produce a film            | 24. J. Work with the blind or deaf<br>Q. Manage an information system                             | 37. A. Take pictures for a magazine<br>E. Assemble toys following written instructions |
| 11. B. Solve pollution problems<br>D. Solve a burglary                    | 25. K. Represent others and their interests<br>P. Provide hygiene care of the elderly             | 38. B. Figure out why someone is sick<br>S. Fly an airplane                            |
| 12. E. Build an airport<br>G. Keep business records for a company         | 26. L. Plan a shopping mall<br>Q. Set up a tracking system  | 39. C. Manage a bulb farm<br>H. Sell cars  |
| 13. F. Put small tools together<br>H. Sell radio advertising              | 27. O. Broker insurance<br>N. File books at the library   | 40. I. Work as a flight attendant<br>D. Fight fires                                    |

# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### EXERCISE 4: CAREER INTEREST AREAS (cont.)

- |  |   |  |
|--|---|--|
| 41. G. Keep payroll records for a company<br>J. Work in a nursing home         | 55. G. Copy and FAX information<br>L. Draft a blueprint                             | 69. E. Fix a television set<br>M. Run a tennis camp                            |
| 42. G. Hire new staff<br>M. Act in a television series                         | 56. N. Assess student progress<br>L. Design an airplane                             | 70. F. Fix controls in an airplane<br>J. Help a friend with a personal problem |
| 43. O. Work in a bank<br>I. Manage a soccer tournament                         | 57. O. Refinance a mortgage<br>G. Control inventory records                         | 71. M. Do stunts for movies<br>G. Answer and direct phone calls                |
| 44. S. Drive a taxi<br>M. Be a news commentator                                | 58. P. Wrap a sprained ankle<br>I. Guide a tour of the state capitol                | 72. S. Pack boxes at a warehouse<br>A. Teach dancing                           |
| 45. K. Work for the IRS<br>B. Sort and date dinosaur bones                     | 59. Q. Work on solving technical problems<br>J. Be a minister                       | 73. P. Teach exercise classes<br>B. Study soil conditions                      |
| 46. P. Give shots<br>C. Design landscaping                                     | 60. R. Manage a veterinary clinic<br>K. Lead others                                 | 74. O. Play the stock market<br>C. Harvest grapes                              |
| 47. Q. Provide technical support for computer users<br>D. Work in a courtroom  | 61. E. Operate heavy equipment<br>R. Manage a fish hatchery                         | 75. N. Grade papers<br>S. Be a railroad engineer                               |
| 48. G. Monitor warehouse inventory<br>E. Develop new quality testing methods   | 62. F. Assemble cars<br>K. Enforce fish and game laws                               | 76. L. Order building supplies<br>E. Paint tractors                            |
| 49. R. Care for injured animals<br>I. Serve meals to customers                 | 63. S. Drive a limousine<br>B. Check conditions at a fast-food restaurant           | 77. Q. Develop new computer games<br>H. Appraise houses for sale               |
| 50. D. Give traffic tickets<br>J. Help patients exercise injured arms and legs | 64. J. Help the disabled<br>H. Help a customer decide what gift to buy              | 78. J. Help people in a hospital<br>A. Dance in a ballet                       |
| 51. L. Bulldoze land for a new home<br>A. Write for a newspaper                | 65. A. Play an instrument<br>J. Carry baggage                                       | 79. K. Work to get someone elected<br>C. Identify plants in a forest           |
| 52. L. Build kitchen cabinets<br>M. Work for a circus                          | 66. B. Do experiments with plants and animals<br>I. Make tee times at a golf course | 80. D. Referee a wrestling match<br>C. Boss a logging crew                     |
| 53. H. Work for an auctioneer<br>A. Sing in a concert                          | 67. C. Plant and trim trees<br>J. Take care of children at a day care center        | 81. D. Guard inmates in a prison<br>L. Read blueprints                         |
| 54. G. Operate a cash register<br>B. Collect rocks                             | 68. D. Guard money in an armored car<br>B. Study why people do the things they do   | 82. I. Serve drinks at a concession stand<br>F. Work in a machine shop         |
|  |   | 83. H. Line up concerts for a band<br>K. Ask people questions for a survey     |

# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### EXERCISE 4: CAREER INTEREST AREAS (cont.)

- |   |  |
|---|--|
| 84. E. Manage a factory<br>P. Work as a nurse in a hospital                           | 99. D. Work on a rescue squad<br>L. Manage a construction project            |
| 85. A. Paint a portrait<br>K. Testify before Congress                                 | 100. L. Build boats<br>O. Work at a collection agency                        |
| 86. B. Work with a microscope<br>Q. Shop the Internet                                 | 101. P. Deliver babies<br>M. Recite poetry                                   |
| 87. C. Classify plants<br>P. Transcribe medical records                               | 102. Q. Repair computers<br>D. Practice law                                  |
| 88. F. Install rivets<br>R. Raise worms   | 103. S. Read meters<br>F. Work in a cannery                                  |
| 89. O. Balance accounts<br>N. Develop learning games                                  | 104. M. Coach a school sports team<br>A. Model for an artist or photographer |
| 90. H. Stock shelves<br>L. Install plumbing   | 105. R. Hunt<br>K. Check buildings for fire hazards                          |
| 91. A. Design jewelry<br>P. Develop and monitor weight loss plans                     | 106. H. Sell sporting goods<br>I. Collect tickets at a play                  |
| 92. P. Hypnotize patients<br>J. Read to sick people                                   | 107. B. Conduct experiments to find new metals<br>O. Be a bank teller        |
| 93. F. Compare sizes and shapes of objects<br>R. Fish                                 | 108. G. Serve as president of a company<br>O. Sell computers                 |
| 94. S. Collect recycled material<br>K. Deliver mail                                   | 109. L. Drill wells<br>D. Make an arrest                                     |
| 95. N. Teach Special Education<br>F. Put together toys following written instructions |  |
| 96. G. Type letters<br>H. Sell used cars  |  |
| 97. S. Distribute supplies to dentists<br>M. Compete in a sports event                |  |
| 98. I. Be a concierge at a large hotel<br>N. Teach reading to adults                  |  |

# Section I – Career Search

## Assessing Interests & Abilities (cont.)

### EXERCISE 5: CAREER EVALUATION

**Step 1:** Go back through the survey in Exercise 4 and look at the letters you circled for each answer. Record your choices on the chart to the right by filling in a block for each of the questions. You will be creating your own vertical bar chart that will show your highest and lowest career interests.

**Example:** If you circled B for #1, fill in the bottom square in the B column. If you circled S for #2, fill in the bottom block (row 1) in the S column. Working from the bottom, fill in one block for each answer until you have built vertical towers for each Career Interest Area.

**Step 2:** Look at the vertical columns on the chart. The highest column is your top Career Interest Area. List your top two Career Interest letters on the lines below. If you have a tie, list three.

**Step 3:** Read the description of your top career interest area on page 8. Do these descriptions sound like something you would like to do in the future?

**Step 4:** After reading these descriptions, record your top Career Area in Exercise 6.

### EXERCISE 6: CAREER EXPLORATION

Write the name of your top Career Cluster below:

|    | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | U | R | S |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Step 1:** Go to the occupation index on the next page. The occupations are grouped by Career Area. Look at the occupations listed under the Career Area you wrote in the previous column. Choose three occupations you would like to explore further. List those occupations here.

If you don't see occupations that interest you in the Career Area list above, write in the Career Area with the second highest vertical tower in your graph above and look at occupations in that Career Area.

# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### CAREER INTEREST AREAS

Listed below are 16 career areas and the Career Interest Areas related to each career area. Some will relate to more than one career area, so look at all career areas for your Career Interest Areas.

#### Agriculture & Natural Resources

- C. Plants:** Interest in activities involving plants and animals; usually in an outdoor setting.
- R. Animals:** Interest in activities involving the training, raising, feeding, and caring for animals.

#### Architecture & Construction

- L. Designing and Building:** Interest in designing, planning, managing, buildings, and maintaining physical structures.

#### Arts, Audio-Video Technology & Communications

- A. Artistic:** Interest in creative expression of feelings and ideas.
- M. Physical Performing:** Interest in activities performed before an audience.

#### Business Administration

- G. Business Detail:** Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.

#### Education & Training

- N. Teaching:** Interest in planning, managing, and teaching, including support services, library services, and information services.

#### Finance

- O. Banking, Investments, and Insurance:** Interest in planning, management, and providing financial services.

#### Government & Public Administration

- K. Leading-Influencing:** Interest in leading through high-level verbal, written, or numerical activities.

#### Health Science

- P. Care and Prevention:** Interest in the diagnosis, therapy, treatment, health care services, and researching and developing new health care services.

#### Hospitality & Tourism

- I. Accommodating:** Interest in catering to others wishes, usually one-on-one.

#### Human Services

- J. Humanitarian:** Interest in helping others with their mental, spiritual, social, physical, or vocational needs.

#### Information Technology

- Q. Networks, Hardware, and Software:** Interest in the planning and development of network systems, programming, technical support services, and interactive media services.

#### Law & Public Safety

- D. Protective:** Interest in the use of authority to protect people and property.

#### Manufacturing

- E. Mechanical:** Interest in applying mechanical principles to practical situations using machines, hand tools, or techniques.
- F. Industrial:** Interest in often repetitive, organized activities in industrial settings.

#### Retail/Wholesale Sales & Service

- H. Selling:** Interest in persuading others using sales and promotion techniques.

#### Scientific Research & Engineering

- B. Scientific:** Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.

#### Transportation, Distribution & Logistics

- S. Supply and Demand:** Interest in the movement of people, products, and services.

## Assessing Interests & Abilities (cont.)

## Answering Some Final Questions

Excellent  
Good  
Fair  
Poor

[illegible]

22. Can I work part- or full-time?

**? Question 22** Only you and your circumstances can tell.

# Section I – Career Search

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## *WOIS — An Information Service for the Undecided*

If you are undecided about your career choice because you need more information, WOIS/The Career Information System can answer your questions about qualifications, salaries, job security, labor markets, training opportunities, or transferring skills from one field to another or from military to civilian life.

WOIS, a private nonprofit organization, collects information on occupations, educational programs, and postsecondary schools in Washington State. The WOIS system allows readers to quickly locate a single fact or to explore an option at length.

Occupations described in the following tables include a WOIS code number, which will help you quickly obtain additional information on an occupation within the WOIS system.

### FACTS ON OCCUPATIONS

Understanding the differences between closely related fields (such as word processing machine operator and data entry operator) can be confusing. WOIS describes a variety of fields and gives the reader important facts to help determine which field is the best match. Information is collected on more than 330 occupations in the state and is verified by people actually working in the occupations described.

Besides describing wages, job outlook, and working conditions, WOIS includes details often not found elsewhere; whether overtime is required or voluntary, if workers have to pay for their tools or uniforms, or where jobs are most likely to be advertised.

### FACTS ON SCHOOLS

If you want facts on costs, deadlines, contact people, or special services, you can save time by checking WOIS first. WOIS describes all accredited postsecondary schools in Washington State, and WOIS computer users have access to national school information. WOIS collects the facts most people say they want before choosing a school.

WOIS also collects information that is not readily available, such as if the school is on a bus line or if day care is available. Using WOIS can save time because data is collected in a single book allowing the reader to compare schools.

### FACTS ON EDUCATION AND TRAINING PROGRAMS

Knowing the amount and type of training preferred by employers may be valuable when selecting an education program. WOIS describes on-the-job training, military, and apprenticeship training, as well as postsecondary programs. Each description of a program tells readers about options or specialties and the types of jobs related to that program. At the end of each description is a list of every accredited school in Washington State that offers training in that field.

### FACTS ON STEP-BY-STEP GUIDES TO CAREER CHOICES

Many locations using WOIS also have **CLUES**, a brief questionnaire that can help the undecided identify possible career directions. Since **CLUES** is an exploratory self-assessment, it allows the user to find if an occupation was eliminated from their occupational list, to change answers, or to take the questionnaire again to determine how different factors affect career choices. **CLUES** is available in English and Spanish.

For a list of places where you can use the WOIS system,  
send a self-addressed, stamped envelope to:

WOIS—The Career Information System  
1415 Harrison Avenue, N.W., Suite 201  
Olympia, WA 98502

Telephone: (360) 754-8222  
<http://www.wois.org>



# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS

#### **Agriculture & Natural Resources**

2641 .... Agricultural Scientists  
8672 .... Animal Caretakers  
4328 .... Commercial Fishers  
4166 .... Farm & Ranch Hands  
4164 .... Farmers & Ranchers  
3115 .... Farm Equipment Mechanics  
4126 .... Fish & Wildlife Specialists  
4124 .... Foresters  
4128 .... Forestry Technicians  
4144 .... Groundskeepers & Gardeners  
4127 .... Hatchery Workers  
4291 .... Irrigation Technicians  
4142 .... Nursery Workers  
3462 .... Pest Control Workers  
4168 .... Seasonal Farm Laborers  
2645 .... Soil Conservation Aides  
4349 .... Wine Makers  
6156 .... Yarding & Loading Occupations

#### **Architecture & Construction**

2464 .... Architects  
4264 .... Bricklayers & Tile Setters  
1153 .... Building Contractors  
2671 .... Building Inspectors  
3422 .... Building Maintenance Workers  
4254 .... Carpenters  
4246 .... Cement Masons  
4286 .... Construction Laborers  
1152 .... Construction Managers  
5626 .... Electricians  
4276 .... Floor & Carpet Layers  
4248 .... Glaziers  
3146 .... Heating-Cooling System  
Mechanics  
6151 .... Heavy Equipment Operators  
4292 .... Insulation Workers  
5479 .... Ironworkers  
5624 .... Linepersons  
4242 .... Painters & Paper Hangers  
4244 .... Plasterers & Drywall Installers  
4274 .... Plumbers & Pipefitters  
4278 .... Roofers  
5484 .... Sheet Metal Workers  
5485 .... Shipfitters & Riggers  
5944 .... Stationary Engineers  
2472 .... Surveyor Helpers

#### **Arts, Audio/Video Technology & Communications**

9866 .... Actors & Actresses  
7492 .... Advertising Workers  
9824 .... Announcers  
9834 .... Artists  
5664 .... Broadcast Technicians  
2174 .... Freelance Writers  
4724 .... Graphic Designers  
5982 .... Handcrafters  
4725 .... Industrial Designers  
4722 .... Interior Decorators  
3184 .... Jewelers  
1164 .... Marketing Managers  
9867 .... Musicians  
5934 .... Photofinishers  
4734 .... Photographers  
4765 .... Prepress Workers  
4771 .... Press Operators  
1195 .... Public Relations Workers  
2173 .... Reporters  
9868 .... Singers & Dancers  
2144 .... Social Scientists  
9855 .... Stage Technicians  
4725 .... Technical Illustrators  
2177 .... Technical Writers  
3166 .... Telecommunications  
Technicians  
1454 .... Telephone Operators  
9826 .... Video Production Workers

#### **Business & Administration**

1144 .... Business Executives  
1146 .... Business Managers  
1637 .... Collection Workers  
1626 .... Cost Estimators  
7421 .... Customer Service  
Representatives  
1438 .... Data Entry Operators  
1461 .... Employment Interviewers  
1418 .... General Office Clerks  
1186 .... Human Resource Managers  
1472 .... Human Resource Specialists  
1462 .... Interviewing Clerks  
3188 .... Locksmiths  
1147 .... Management Analysts  
1456 .... Messengers

1439 .... Office Machine Operators  
1411 .... Office Managers  
1452 .... Receptionists  
2166 .... Researchers  
1442 .... Secretaries  
1142 .... Small Business Operators  
4582 .... Word Processing Operators

#### **Education & Training**

1136 .... Education Administrators  
8455 .... Elementary Teachers  
8451 .... Kindergarten Teachers  
8492 .... Librarians  
1428 .... Library Assistants & Technicians  
8412 .... Rehabilitation Counselors  
8416 .... School Counselors  
8414 .... School Psychologists  
8456 .... Secondary Teachers  
8459 .... Special Education Teachers  
8453 .... Specialty Teachers  
8465 .... Teacher Assistants  
8454 .... University & College Teachers  
8452 .... Vocational Teachers

#### **Finance**

1614 .... Accountants & Auditors  
1644 .... Bank Tellers  
1616 .... Bookkeepers  
1619 .... Bookkeeping & Accounting  
Clerks  
1632 .... Claim Adjusters  
1148 .... Financial Institution Managers  
1615 .... Financial Planners  
1612 .... Income Tax Advisors  
7416 .... Insurance Agents  
1636 .... Loan Officers  
7415 .... Securities Salespeople  
1635 .... Underwriters

#### **Government & Public Administration**

9475 .... Customs Inspectors  
1139 .... Government Executives  
7122 .... Mail Carriers  
9422 .... Park Rangers & Naturalists  
7123 .... Postal Clerks  
1138 .... Public Administrators



# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS (cont.)

4285 .... Road Maintenance Workers  
2167 .... Urban & Regional Planners  
5946 .... Wastewater Treatment  
          Plant Operators

#### **Health Science**

---

8111 ..... Acupuncturists  
8157 .... Cardiovascular Technologists  
8175 .... Chiropractic Technicians  
8122 .... Chiropractors  
8176 .... Dental Assistants  
8152 .... Dental Hygienists  
2655 .... Dental Laboratory Technicians  
8142 .... Dentists  
8136 .... Dietitians  
8156 .... Electroneurodiagnostic  
          Technologists  
8168 .... Emergency Medical Technicians  
8178 .... Health Aides  
1134 .... Health Service Administrators  
8155 .... Health Technicians  
          & Technologists  
8126 .... Health Therapists  
8179 .... Home Health Aides  
8164 .... Licensed Practical Nurses  
8641 .... Massage Therapists  
8186 .... Medical Assistants  
8154 .... Medical Laboratory  
          Technologists  
1431 .... Medical Records Technicians  
1446 .... Medical Secretaries  
8169 .... Midwives  
8123 .... Naturopathic Physicians  
8163 .... Nurse Practitioners  
8174 .... Nursing Assistants  
8125 .... Occupational Therapists  
2656 .... Opticians  
8134 .... Optometrists  
8124 .... Pharmacists  
8181 .... Pharmacy Technicians  
          & Assistants  
8127 .... Physical Therapists  
8121 .... Physician Assistants  
8112 .... Physicians  
8434 .... Psychologists  
8153 .... Radiologic Technologists  
8162 .... Registered Nurses

8165 .... Respiratory Therapists  
8128 .... Speech-Language Pathologists  
8182 .... Surgical Technologists  
8183 .... Therapist Assistants  
8132 .... Veterinarians  
8131 .... Veterinary Technicians

#### **Hospitality & Tourism**

---

7852 .... Bartenders  
7888 .... Buspenders  
9841 .... Casino Workers  
7824 .... Chefs  
7825 .... Dinner Cooks  
7848 .... Food Preparation &  
          Service Workers  
7826 .... Fry Cooks  
1458 .... Hotel & Motel Desk Clerks  
1132 .... Hotel & Motel Managers  
1131 .... Restaurant Managers  
3454 .... Room Cleaners  
1425 .... Ticket Agents  
8489 .... Tour Guides  
1424 .... Travel Agents  
7854 .... Waiters & Waitresses

#### **Human Services**

---

8158 .... Athletic Trainers  
8418 .... Caseworkers  
8449 .... Child Care Workers  
8436 .... Clergy  
3456 .... Domestic Service Workers  
8642 .... Fitness Instructors  
1197 .... Fund-Raising Administrators  
8632 .... Funeral Directors & Embalmers  
2184 .... Interpreters & Translators  
3455 .... Janitors  
8411 .... Mental Health Counselors  
8422 .... Parole & Probation Officers  
9878 .... Professional Athletes  
8487 .... Recreation Attendants  
8486 .... Recreation Leaders  
8423 .... Residential Counselors  
8446 .... Sign Language Interpreters  
2164 .... Social Program Planners  
8428 .... Social Service Aides  
8424 .... Social Service Specialists

#### **Information Technology Services**

---

2356 .... Computer Operators  
2354 .... Computer Programmers  
3165 .... Computer Service Technicians  
2364 .... Database Designers  
          & Administrators  
1172 .... Information Systems Managers  
2358 .... Microcomputer Support  
          Specialists  
2362 .... Network Administrators  
2353 .... Systems Analysts  
2361 .... Web Specialists

#### **Law & Public Safety**

---

9419 .... Correctional Officers  
9426 .... Fire Fighters  
9414 .... Law Enforcement Officers  
8432 .... Lawyers  
1444 .... Legal Secretaries  
8433 .... Paralegals  
9476 .... Security Guards  
1415 .... Shorthand Reporters  
9477 .... Store Detectives

#### **Manufacturing**

---

4324 .... Bakers  
4347 .... Beverage Workers  
5488 .... Blacksmiths & Forge Shop  
          Workers  
5956 .... Boat Builders  
5483 .... Boilermakers  
4774 .... Bookbinders & Bindery Workers  
4586 .... Cabinetmakers  
4348 .... Cannery & Food Processing  
          Workers  
5686 .... Electronics Assemblers  
1185 .... Expeditors  
4442 .... Fashion Designers  
5426 .... Foundry Production Workers  
5472 .... Machine Tool Operators  
5464 .... Machinists  
4326 .... Meat Cutters  
5422 .... Metalworking Pattern Makers  
3142 .... Millwrights  
5424 .... Molders  
7126 .... Packers & Wrappers  
5966 .... Production Assemblers

# Section I – Career Search

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## *Assessing Interests & Abilities (cont.)*

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### WOIS CODES AND OCCUPATIONS GROUPED BY CAREER AREAS

5926 .... Production Painters & Finishers  
1154 .... Production Superintendents  
4574 .... Pulp & Paper Workers  
2672 .... Quality Control Inspectors  
5924 .... Rubber & Plastics Fabricators  
4554 .... Sawmill & Plywood Laborers  
4448 .... Sewing Machine Operators  
4424 .... Textile Machine Operators  
5462 .... Tool-and-Die Makers  
5492 .... Welders  
4582 .... Woodworking Machine  
Operators

#### Retail/Wholesale Sales & Service

1133 .... Apartment House Managers  
3169 .... Appliance Repairers  
1634 .... Appraisers  
7486 .... Automobile Parts Clerk  
7418 .... Automobile Salespeople  
3124 .... Automotive Service Technicians  
8622 .... Barbers  
7422 .... Business Services Salespeople  
1184 .... Buyers & Purchasing Agents  
1642 .... Cashiers  
8624 .... Cosmetologists  
7494 .... Display Workers  
7444 .... Door-to-Door Salespeople  
3189 .... Equipment Repairers  
7425 .... Farm Sales & Service  
Representatives  
7413 .... Fashion Merchandisers  
4146 .... Floral Designers  
1641 .... Grocery Checkers  
8129 .... Hearing Instrument Specialists  
4464 .... Laundry & Drycleaning Workers  
7496 .... Models  
3164 .... Office Machine Repairers  
5914 .... Petroleum Processing  
Occupations  
1135 .... Property Managers  
3168 .... Radio & TV Service  
Technicians  
7417 .... Real Estate Agents  
1148 .... Real Estate Secretaries  
7484 .... Retail Sales Clerks  
7434 .... Route Salespeople  
1162 .... Sales Managers

7414 .... Sales Representatives  
7454 .... Salespeople  
4446 .... Seamstresses & Tailors  
7118 .... Stock Clerks  
7446 .... Telephone Solicitors  
4494 .... Upholsterers  
7114 .... Warehouse Workers

#### Scientific Research & Engineering

2412 .... Aerospace Engineers  
2613 .... Aquatic Biologists  
2612 .... Biological Scientists  
2418 .... Chemical Engineers  
2625 .... Chemists  
2421 .... Civil Engineers  
2423 .... Computer Engineers  
2484 .... Drafters  
2631 .... Earth Scientists  
2146 .... Economists  
2422 .... Electrical & Electronics  
Engineers  
5671 .... Electronics Technicians  
2451 .... Engineering Technicians  
2419 .... Environmental Engineers  
2682 .... Environmental Health Specialists  
2616 .... Forensic Scientists  
2424 .... Industrial Engineers  
3186 .... Instrument Repairers  
2693 .... Laboratory Testers  
2332 .... Mathematicians & Statisticians  
2428 .... Mechanical Engineers  
2429 .... Nuclear Engineers  
5945 .... Nuclear Power Technicians  
2627 .... Physicists & Astronomers  
2683 .... Pollution Control Technicians  
5918 .... Rubber & Chemical  
Processing Occupations  
2471 .... Surveyors

#### Transportation, Distribution & Logistics

6126 .... Air Traffic Controllers  
5493 .... Aircraft Assemblers  
3116 .... Aircraft Mechanics  
3112 .... Automobile Mechanics  
5486 .... Body & Fender Repairers  
6142 .... Bus & Taxi Drivers

6182 .... Deck Hands  
6132 .... Dispatchers  
7856 .... Flight Attendants  
6158 .... Forklift Operators  
1426 .... Freight Forwarding Specialists  
7112 .... Freight Handlers  
6144 .... Local Truck Drivers  
6145 .... Long Haul Truck Drivers  
1639 .... Meter Readers  
6188 .... Pilots & Flight Engineers  
6174 .... Railroad Brake Operators  
4288 .... Railroad Laborers  
6164 .... Refuse & Recycling Collectors  
6184 .... Ship Officers & Engineers  
7116 .... Shipping & Receiving Clerks  
3114 .... Truck & Heavy Equipment  
Mechanics  
5947 .... Well Drillers

# Section I – Career Search

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## *Thinking About Job Training After High School?*

Do you want to know what really happens to the careers of people who attend job training programs beyond high school? Washington's new Job Training Results system has information about the employment of people receiving specific job training programs over the past several years.

This can be a valuable resource in considering job training options. You can find out about the employment and earnings of students after participating in job training programs. You can also get an idea what types of students have participated in programs — their gender, age, race, and previous education. A link to school websites is provided, and many schools list

specific information such as tuition rates, length of program, telephone numbers, etc. The system includes programs at all public community and technical colleges in Washington State and a growing number of private career schools. Currently this system has information on over 1,000 programs at dozens of schools.

Although this system is useful in learning about training options, its purpose is NOT to directly compare programs and schools. The quality of a training program and the effect it would have on your career cannot be judged using only the information provided in this system. The earlier preparation of the students attending a program, and the local job market conditions in which they seek work both affect the employment information in this system. Please keep this in mind when looking at the data presented in this system.

### **Job Training Results**

<http://www.jobtrainingresults.org>

for information on :

### **Employment and Wages**

includes the percent of students employed, hours worked, hourly wages, monthly earnings, and the industry in which they work.

### **Student Characteristics**

includes information about a program's students, their gender, education before they entered the training program, race, and age.

### **Additional Program Information**

Many schools have information available about enrollment dates, costs, phone numbers, etc.

# Section I – Career Search

## Nontraditional Employment

### WHAT IS A NONTRADITIONAL JOB?

“Nontraditional” occupations are occupations in which less than 25 percent of the workers in the occupation are members of one gender. Nontraditional jobs exist for both men and women.

### NONTRADITIONAL ROLES ENCOURAGED IN VOCATIONAL EDUCATION

Overcoming gender bias and gender-role stereotyping is fundamental to expanding nontraditional training and employment options. Nontraditional students learn skills needed for good-paying jobs, and male and female students must receive the same kind of educational support.

Enrollment in nontraditional programs in Washington State is increasing. Many nontraditional students in post-secondary institutions are going to school part-time to upgrade skills, change jobs, or get training for new jobs.

Women comprised about 46 percent of the labor force in the year 2000. Currently, 16 percent of the state's registered apprentices are females—the national average for females is a little over 8.1 percent. Women apprentice as carpenters, electricians, machinists, sheet metal workers, and over 40 other programs in technical and community colleges.

The ratio of women's 2000 median weekly earnings to men's was 76 percent. Even in traditionally female occupations where women outnumber men, women still earn less.

Likewise, men are enrolling in traditionally female programs, such as health occupations. As offices are adding high technology equipment, more men are enrolling in business office courses. An increasing number of men are enrolling in child development education classes so they can participate effectively in the dual role of parent/wage earner.

Washington State is proud of educators' efforts to eliminate gender stereotyping. Equal access has been provided to all vocational programs, regardless of gender. Federal law mandates continued efforts for equity in vocational training.

For more information on nontraditional apprenticeship opportunities, contact Local Apprenticeship Coordinators listed on page 102.

### Nontraditional Jobs for Females

|  |  |
|--|--|
| Agriculture, Production, Mechanical, Supply, and Service | Chemical Occupations and Technology    |
| Construction, Carpentry, and Inspection                  | Piloting and Navigation                |
| Engineering  | Firefighting, Fishing, and Logging     |
| Architectural and Architectural Technicians              | Natural Sciences                       |
| Surveying and Mapping Technology                         | Law Enforcement and Security           |
| Geological Sciences and Physical Sciences                | Metal- and Plastic-working Occupations |
| Drafting   | Machine Operations                     |
| Electronic Occupations and Technology                    | Production Work                        |
|  | Automotive, Mechanical and Technology  |
|  | Maritime Occupations                   |

### Nontraditional Jobs for Males

|   |  |
|---|--|
| Nursing and Occupational Therapy                              | Sales                                  |
| Teaching, Pre-kindergartner, Elementary and Special Education | Administrative and Office Support      |
| Library Occupations   | Childcare and Core Service Occupations |
| Health and Dental Technology and Assistance                   | Textile Occupations                    |
| Legal Support Occupations                                     | Hair and Personal Service Occupations  |
|   | Social Service Occupations             |
|   | Home Furnishings                       |

# Section I – Career Search

## Displaced Homemakers & Dislocated Workers

Those who have spent a substantial number of years as unsalaried homemakers or have been employed in an occupation that no longer exists must get training to get a job.

Most community and technical colleges offer programs and services for displaced homemakers and dislocated workers. These programs offer advising, counseling, and information on educational and training opportunities, career choice, personal and academic support, and study skills.

Vocational education has a major role in helping displaced homemakers and dislocated workers learn job skills, job-search skills, and how to locate gainful employment. Transferring skills from housework to paid work or from a previously held job to a new career choice is part of the focus. Vocational training is available in hundreds of occupations from community and technical colleges and many private schools and training programs. Some programs take only a few weeks and others take as long as two years. *All lead to jobs.* The key is to match skills from previous work to new skills and new job possibilities. For more information, contact your local community or technical college.

| Match Your Homemaking Skills to Job Possibilities          |   |   |  |   |  |
|--|---|---|--|---|--|
| Hands-on Activities/Skills                                 |   | Management Activities/Skills                        |  | Interpersonal Activities/Skills   |  |
| HOMEMAKING Skills  | JOB Possibilities   | HOMEMAKING Skills                                   | JOB Possibilities  | HOMEMAKING Skills   | JOB Possibilities  |
| <i>Cooking</i>   | Chef, caterer   | <i>Planning menus</i>                               | Dietician, caretaker   | <i>Writing personal letters, prepping newsletters for organizations</i> | Writer, editor, freelance editing for industry or in-house publications    |
| <i>Driving</i>   | Route delivery driver, bus or taxi driver, school or handicapped transportation service | <i>Purchasing goods and services</i>                | Office manager, stock supervisor, buyer                              | <i>Teaching children to read, make things, play games</i>               | Teacher, child care worker, family day care in own home                    |
| <i>Decorating</i>  | Interior designer, party decorating service   | <i>Fund raising, organizing benefits and drives</i> | Development officer, professional fund raiser                        | <i>Handling family problems</i>   | Counselor, crisis intervention, expeditor, private counselor, psychologist |
| <i>Sewing</i>  | Retail fashion sales worker, custom dress shop  | <i>Household budgeting</i>                          | Accountant, bookkeeper, bookkeeping service                          | <i>Telephone campaigning for political/charitable causes</i>            | Sales representative, consumer collection business, research surveyor      |
| <i>Indoor &amp; outdoor gardening</i>                      | Landscaper, greenhouse supplier, nursery grower   | <i>Scheduling family appointments</i>               | Receptionist, dispatcher, conference or travel entertainment service |   |  |
| <i>Caring for sick family members</i>                      | Home health aide, health occupation worker, adult day care worker, geriatric service    |   |  |   |  |
| <i>Typing/ computers</i>                                   | Secretary, free-lance typist  |   |  |   |  |
| <i>Operating household equipment or using repair tools</i> | Electrician, maintenance handy person   |   |  |   |  |



# Section I – Career Search

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## *Career Information on the Internet*

If you have access to the Internet, you may want to explore the web sites listed below for more information about careers and occupations. Many of these sites provide assistance in developing a resume, completing a job application, and interviewing techniques. Some enable you to look for employment or to post your resume with prospective employers.

Washington State provides an employment site and an education site that could be helpful.

### **ACCESS WASHINGTON'S LIST OF RESOURCES [WWW.ACCESS.WA.GOV](http://WWW.ACCESS.WA.GOV)**

#### **Select Employment**

- Teen Workers
- Washington State Labor Council
- Washington WorkFirst
- WILMA
- Looking for a job?
- Looking for a state job?
- Vocational Rehabilitation
- WorkSource
- Employment and Labor Resources Index

#### **Or Select Education**

- K-20 Telecommunications Network
- State Board of Education
- Superintendent of Public Instruction
- State Board for Community and Technical Colleges
- Four-Year Colleges and Universities
- K-12 Index
- Education Resources

Or use the following words to search the Internet.

☞ Employment ☞ Occupations ☞ Education ☞ Jobs  
☞ Training ☞ Careers ☞ Labor Market Information

#### **Occupational Researcher's Computer Assistant**

is designed to help Washington residents make rewarding career decisions. **ORCA** uses the occupational information in the O\*NET database developed by the U.S. Department of Labor, Employment and Training Administration. Through an easy to use computer system, you will be able to access and research occupations based on work values, compare and match occupations based on seven different categories, and look up labor market information. For ordering information, please call 360-438-4803.

#### **WILMA's Jobseeker/Inquiry CD-ROM (Washington's Interactive Labor Market Access)**

This CD-ROM brings together current and historical information for career and program planning, economic analysis, and job search activities in an easy to use format. It contains information about occupational employment including wages, projections, and descriptions. It also contains industry employment, labor force and population estimates, and an employer database to assist in identifying job search contacts. The system uses a graphical interface to access, display, and extract information and provides mapping and graphing capabilities for easy visualization. For ordering information, please call (360) 438-3251.

#### **Labor Market Information**

This resource provides 24-hour access to a broad variety of information. It includes information about current jobseeker activities, short-term employment estimates, local wage rates, and employment projections. Go to:

<http://www.wa.gov/esd/lmea>

#### **U.S Military Entrance Processing Command**

Each year the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration program is provided to hundreds of thousands of students nationally in nearly 14,000 high schools. The program is designed to assist students in identifying occupations that best match a variety of interests, abilities, and personal preferences.

The program consists of four components:

1. **ASVAB**, a multiaptitude battery of academic and occupational tests. The results enable students to understand how they compare to a nationally representative group of individuals in aptitudes important to their future training and job performance.
2. **The Interest Finder**, an interest inventory designed to help students determine their dominant interest areas.
3. **Personal Preference Exercises** assist students in determining their education/training intentions and work values.
4. **Occu-Find Booklet**, an exercise that helps students link their aptitudes, interests, and personal preferences to the characteristics of over 200 occupations.

The Department of Defense provides this exceptional program at no cost or obligation. The program is also used by the military to assist them in identifying qualified applicants for the Armed Services. Qualifying individuals' scores remain valid for two years in the event they wish to take advantage of education/job training opportunities offered by the military. Go to:

[www.mapcom.army.mil](http://www.mapcom.army.mil)

# Section I – Occupations in Washington State

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## *Index of Occupation Summaries*

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| Flight Attendants .....                     | 84 | Industrial Engineers .....             | 80 | Mental Health Counselors .....             | 59 |
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# How to Use the Occupation Summaries

## Occupational Description

contains the occupational titles and a brief description of major duties for each occupation. Duties vary considerably, depending on the employer and on the employee's training and experience.

## Employment Outlook in Washington & Approximate Pay

- Faster than average
- Average
- Slower than average
- No growth
- Declining

**Percentage of growth** reflects anticipated growth for each occupation. This information comes from the Washington Occupational Information System and is based on projections provided by the Washington State Employment Security Department. The projections reflect the demand by private industry and government for workers, as well as self-employed individuals and unpaid family workers. The information does not include openings created by workers changing from one job to another.

**Wage figures** represent the average pay range (entry level to experienced), excluding benefits for full-time wage and salary workers. Wage rates may vary substantially with the number of years of experience.

**Source:** Washington Occupational Information System (WOIS).

**Suggested Education/ Training** lists the training program that is either required or recommended for entry into the occupation or for advancement.

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington  |
|---|---|---|-------------------------------|----------------------------|---|
| <b>Aircraft Mechanics</b><br>service aircraft by locating problems and performing needed changes and repairs. | WOIS-3116<br>DOT-621.<br>281-014<br>OES-* | Declining<br>2% decline 2000–2008<br>106 openings/year<br>\$1,165–\$4,330/month | HS, CC,<br>TC, APP,<br>LIC    | Aircraft<br>Mechanics      | CC: 2, 7, 21, 22<br>TC: 31<br>PCS: 108, 257 |

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# Agriculture & Natural Resources

Instructional programs and occupations dealing with growing plants and harvesting crops for commercial and scientific purposes; raising and training animals; the health of plants and animals; the use of natural resources; and the management of agricultural businesses and production of agricultural goods.

- Agriculture Sciences, Processes & Support Services
- Conservation & Natural Resources
- Agriculture Management, Production & Operations
- Horticulture, Landscaping, & Groundskeeping

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                                   | Suggested Education/ Training | Suggested Program of Study  | Preparation & Training Sites in Washington   |
|--|--|--|-------------------------------|---|--|
| <b>Agricultural Scientists</b> work with farm crops and animals and ways to protect, develop, and manage them.   | WOIS-2641<br>DOT-040.061-010<br>OES-24305              | Average<br>14% growth 2000–2008<br>9 openings/year<br>\$1,500–\$5,711/month          | COL, GRAD                     | Agricultural Science  | U: 47–50   |
| <b>Animal Caretakers</b> are responsible for the welfare of animals in zoos, kennels, stables, animal shelters, aquariums, and laboratories.   | WOIS-8672<br>DOT-410.674-010<br>OES-79017              | Average<br>11% growth 2000–2008<br>138 openings/year<br>\$1,165–\$2,730/month        | HS, OJT,<br>CC, TC            | Animal Technician   | CC: 16–17<br>TC: 30, 32<br>PCS:  |
| <b>Commercial Fishers</b> use nets, hooks, and other devices to catch a variety of ocean fish and marine life. Principal summer catches in Washington are salmon and bottom fish. Crab and bottom fish make up the main winter catch. Aquaculturists culture, breed, raise, and harvest aquatic life such as fish and clams. | WOIS-4328<br>DOT-441.684-010<br>OES-77005<br>OES-79442 | Slower than average<br>5% growth 2000–2008<br>186 openings/year<br>\$0–\$50,000/year | OJT,<br>VOC, CC,<br>TC, LIC   | Aquaculture,<br>Commercial<br>Fishing,<br>Fisheries<br>Technology,<br>Marine<br>Maintenance<br>Technology | CC: 9, 15, 21<br>TC: 32<br>The Alaska fisheries are also sources of employment for Washington residents. |
| <b>Farm &amp; Ranch Hands</b> plant, tend, harvest, market crops, and/or raise animals such as poultry, hogs, sheep, and cattle to produce food. They also operate, repair, and maintain farm machinery and equipment, as well as clean and repair farm buildings, fences, and other structures.                             | WOIS-4166<br>DOT-421.683-010<br>OES-*                  | Declining<br>1% decline 2000–2008<br>1,482 openings/year<br>\$1,165–\$2,000/month    | OJT, HS,<br>CC                | Agricultural<br>Production,<br>Agricultural<br>Mechanics  | CC: 6, 21, 27–28, 30   |

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay                            | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington      |
|---|---|---|-------------------------------|--|---|
| <b>Farm Equipment Mechanics</b> maintain, repair, and overhaul farm equipment used to plant, cultivate, and harvest crops. Many become specialists in certain types of equipment, especially on large farms or in dealership repair shops.  | WOIS-3115<br>DOT-624.281-010<br>OES-85321       | No growth<br>47 openings/year<br>\$1,210–\$2,900/month                        | OJT, HS, CC, TC, APP          | Agricultural Mechanics, Heavy Equipment Technology                             | CC: 4–6, 9, 12, 21, 24<br>TC: 31–32, 34<br>PCS: |
| <b>Farmers &amp; Ranchers</b> perform varied jobs for efficient and profitable farm operation. They plant, harvest, and market crops; raise, tend, and market farm animals, fish, or marine plants; and supervise workers. Since farms are growing in size and mechanization, farming often requires large capital outlays, numerous skills, and a lot of personal time and energy. | WOIS-4164<br>DOT-180.167-018<br>DOT-421.161-010 | Not surveyed<br>Earnings vary greatly   | OJT, HS, CC, COL              | Agriculture Production & Farm Management Technology, Aquaculture, Agribusiness | CC: 6, 21, 24, 27–28, 30<br>U: 47–50            |
| <b>Fish &amp; Wildlife Specialists</b> work with natural resources such as soil, water, plants, and animals to produce an environment that supports animal life. This area is very broad and includes enforcement, fish culture, water quality control, and fish and wildlife research and management.  | WOIS-4126<br>DOT-379.167-010<br>OES-*           | Declining<br>4% decline 2000–2008<br>\$988–\$3,145/month                      | COL, GRAD                     | Biological Sciences  | U: 36–51<br>PU: 55–56, 58–59, 60–62, 46–67      |
| <b>Foresters</b> manage and develop forest lands and resources for economic and recreational purposes. Foresters plan and supervise tree cutting and planting and may be responsible for environmental protection.  | WOIS-4124<br>DOT-040.167-010<br>OES-24302       | Average<br>7% growth 2000–2008<br>36 openings/year<br>\$1,500–\$6,480/month   | COL                           | Forest Resource Management, Forestry   | U: 44–50<br>PU: 56                              |
| <b>Forestry Technicians</b> apply forestry techniques developed by professional foresters to care for and manage forest lands and resources for economic and recreational purposes.   | WOIS-4128<br>DOT-452.364-010<br>OES-79002       | Declining<br>4% decline 2000–2008<br>66 opening/year<br>\$1,280–\$2,500/month | OJT, HS, CC                   | Forestry Technology  | CC: 4, 9-10, 15, 23–24                          |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training    | Suggested Program of Study                               | Preparation & Training Sites in Washington               |
|---|--|---|----------------------------------|--|--|
| <b>Groundskeepers &amp; Gardeners</b> maintain the grounds of industrial, commercial, public, or private property to keep them in neat and orderly condition.                                       | WOIS-4144<br>DOT-406.684-014<br>DOT-406.684-018<br>OES-79033       | Average<br>7% growth 2000–2008<br>736 openings/year<br>\$1,165–\$3,090/month            | OJT, HS,<br>CC, TC,<br>APP       | Landscaping & Horticulture Technology, Turf Management   | CC: 5, 7, 21-24, 27<br>TC: 33-34<br>PCS:                 |
| <b>Hatchery Workers</b> perform a variety of semiskilled, manual duties at fish hatcheries and assist in technical work.  | WOIS-4127<br>DOT-446.684-010                                       | Not surveyed<br>\$1,640–\$2,260/month   | OJT, CC,<br>COL, TC              | Aquaculture, Fisheries Technology                        | CC: 9, 15<br>TC: 32<br>U: 44–46                          |
| <b>Irrigation Technicians</b> assist in the control of applying water to agricultural crops through an open ditch, sprinkler, irrigation, or modified systems.                                      | WOIS-4291<br>DOT-409.685-014<br>DOT-624.361-014                    | Not surveyed<br>\$1,300–\$3,280/month   | OJT, HS,<br>VOC, CC              | Irrigation Technology                                    | CC: 27   |
| <b>Nursery Workers</b> grow seedlings and plants for landscaping, fruit farming, and forest replanting.   | WOIS-4142<br>DOT-405.684-014                                       | Not surveyed<br>\$1,165–\$2,420/month   | OJT, VOC,<br>CC, TC, LIC,<br>APP | Horticulture or Nursery Management                       | CC: 5, 7, 23–24  |
| <b>Pest Control Workers</b> use chemicals, toxic gases, and mechanical traps to rid residential and commercial areas of rodents, insects, birds, and other pests.                                   | WOIS-3462<br>DOT-389.684-010<br>OES-67008                          | Average<br>17% growth 2000–2008<br>30 openings/year<br>\$1,165–\$3,080/month            | OJT, HS,<br>LIC                  |  | No approved/ accredited training programs in Washington. |
| <b>Seasonal Farm Laborers</b> (also called <b>Manual Laborers</b> or <b>Pickers</b> ) engage in physical farm work on a seasonal basis. Earnings are usually based on an hourly or piecework basis. | WOIS-4168<br>DOT-421.687-010<br>DOT-404.687-014<br>DOT-403.687-018 | Not surveyed<br>\$6.50–\$10.50/hour   | OJT                              |  |  |
| <b>Soil Conservation Aides</b> assist landowners and operators in planning and applying soil and water conservation practices.  | WOIS-2645<br>DOT-040.261-010<br>DOT-040.061-054                    | Not surveyed<br>\$1,820–\$2,310/month   | HS, CC                           | Soil Conservation Courses, Natural Resources Management  | CC: 4, 9, 21, 24<br>PU: 56                               |
| <b>Wine Makers</b> turn grape or other fruit juices into wine using a combination of natural, chemical, and mechanical processes.   | WOIS-4349  | Not surveyed<br>\$1,250–\$5,410/month   | OJT, COL,<br>GRAD, LIC           |  | U: 47–50   |
| <b>Yarding &amp; Loading Occupations</b> are responsible for moving logs from cutting areas to trucks.  | WOIS-6156<br>DOT-921.663-058<br>DOT-921.683-066<br>OES-73011       | Slower than average<br>1% growth 2000–2008<br>28 openings/year<br>\$1,560–\$3,490/month | OJT, HS                          | No approved/ accredited training programs in Washington. |  |



# Architecture & Construction

Instructional programs and occupations dealing with the design, planning, managing, building, and maintenance of physical structures such as roadways and bridges, as well as industrial, commercial, and residential facilities and buildings.

- Architecture & Construction Design
- Residential & Commercial Installation & Services
- Residential & Commercial Construction

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay                            | Suggested Education/ Training | Suggested Program of Study                       | Preparation & Training Sites in Washington             |
|--|---|---|-------------------------------|--|--|
| <b>Architects</b> plan and design in detail all types of buildings, including homes, office buildings, theaters, and factories. Designs must be attractive, safe, functional, and comply with laws and regulations.  | WOIS-2464<br>DOT-001.061-010<br>OES-*                                       | Average<br>16% growth 2000–2008<br>226 openings/year<br>\$2,200–\$6,114/month | COL, GRAD, LIC                | Architecture<br><br>U: 44–50                     |  |
| <b>Bricklayers &amp; Tile Setters</b> use masonry materials and mortar to build and repair walls, fireplaces, chimneys, arches, and piers. Working from blueprints, they assemble brick, stone, terra cotta tile, glass and concrete block, and precast concrete panels.   | WOIS-4264<br>DOT-861.381-018<br>DOT-861.381-038<br>DOT-861.381-054<br>OES-* | Average<br>10% growth 2000–2008<br>83 openings/year<br>\$1,165–\$5,630/month  | OJT, APP                      | Bricklaying, Masonry                             | Training is available through apprenticeship programs. |
| <b>Building Contractors</b> perform construction work in accordance with plans, blueprints, and codes under specified terms and prices.  | WOIS-1153<br>DOT-182.167-010  | Not surveyed  | TC, CC, COL, LIC              | Construction Technology                          | CC: 5, 14–15, 22<br>TC: 32-33, 35<br>U: 42             |
| <b>Building Inspectors</b> examine building plans and construction projects to ensure that set standards of safe construction and quality workmanship are observed.  | WOIS-2671<br>DOT-168.167-030<br>OES-21908                                   | Average<br>13% growth 2000–2008<br>69 openings/year<br>\$1,820–\$4,450/month  | OJT, VOC, CC, TC, LIC         | Construction Technology, Construction Management | CC: 5, 7, 14–15, 19, 22<br>TC: 32-33, 35<br>PCS:       |
| <b>Building Maintenance Workers</b> keep an establishment's machines, mechanical equipment, and structure in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work. They may do janitorial and grounds maintenance work in small establishments. | WOIS-3422<br>DOT-899.381-010<br>DOT-899.261-014<br>OES-85132                | Average<br>16% growth 2000–2008<br>\$1,165–\$3,100/month                      | OJT, VOC, CC, TC, APP         | Building Maintenance                             | CC: 5, 12, 22–24<br>TC: 31–35                          |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington   |
|--|--|---|-------------------------------|--|--|
| <b>Carpenters</b> build and maintain structures, ranging from rough scaffolds to finished work on buildings. They work from blueprints, sketches, or building plans according to building codes and may work with a wide range of materials. Carpenters may specialize in construction (new buildings and structures) or maintenance carpentry (old buildings and structures). | WOIS-4254<br>DOT-860.381-022<br>OES-*                        | Average<br>10% growth 2000–2008<br>1,513 openings/year<br>\$1,125–\$3,990/month | OJT,<br>VOC, CC,<br>TC, APP   | Carpentry,<br>Construction<br>Technology,<br>Marine<br>Maintenance<br>Technology | CC: 6, 9–10,<br>15, 18 24, 27–<br>28<br>TC: 31, 33<br>PCS:<br>Training is<br>available<br>through<br>apprenticeship<br>programs. |
| <b>Cement Masons</b> mix, pour, and finish concrete for many construction jobs, ranging from small ones, such as patios and floors, to large ones, such as dams and highways. Cement Masons supervise concrete pouring and finishing.  | WOIS-4246<br>DOT-844.364-010<br>OES-87311                    | Average<br>8% growth 2000–2008<br>91 openings/year<br>\$958–\$4,440/month       | OJT,<br>VOC,<br>APP           | Masonry  | Training is<br>available<br>through<br>apprenticeship<br>programs.   |
| <b>Construction Laborers</b> assist skilled workers in their jobs. They unload materials, machinery, and equipment; lift and carry materials and tools; mix or prepare materials; and prepare and clean the worksite.  | WOIS-4286<br>DOT-869.664-014<br>DOT-862.684-014<br>OES-*     | Average<br>8% growth 2000–2008<br>301 openings/year<br>\$1,165–\$2,768/month    | OJT, APP                      | Construction<br>Methods &<br>Materials,<br>Construction<br>Technology            | Training is<br>available<br>through<br>apprenticeship<br>programs.   |
| <b>Construction Managers</b> plan and direct construction projects to meet contractors' specifications and schedules. Projects include buildings, dams, bridges, highways, pipelines, and railroad structures.   | WOIS-1152<br>DOT-182.167-026<br>OES-*                        | Average<br>11% growth 2000–2008<br>716 openings/year<br>\$1,800–\$6,162/month   | TC, CC, COL                   | Construction<br>Management   | CC: 7<br>TC: 33<br>U: 36–41, 44–<br>50<br>PCS:   |
| <b>Electricians</b> plan, install, and repair electrical wiring and equipment. Electricians may specialize in either construction or maintenance work. Industrial electricians also inspect and service electronic control devices.  | WOIS-5626<br>DOT-824.261-010<br>DOT-829.261-018<br>OES-87202 | Average<br>7% growth 2000–2008<br>518 openings/year<br>\$1,390–\$5,890/month    | VOC, CC,<br>TC,<br>APP, LIC   | Electrical &<br>Electronics<br>Technology,<br>Construction<br>Electrician        | CC: 24<br>TC: 31–33<br>PCS:  |



| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                            | Suggested Education/ Training | Suggested Program of Study                 | Preparation & Training Sites in Washington                     |
|--|--|---|-------------------------------|--|--|
| <b>Floor &amp; Carpet Layers</b> measure, mark, cut, and install carpets, rugs, or linoleum. Carpet installers do most of their work on their knees, often handle sharp razor blades, and do heavy lifting.  | WOIS-4276<br>DOT-864.381-010<br>DOT-864.481-010<br>OES-*     | Average<br>17% growth 2000–2008<br>196 openings/year<br>\$1,480–\$5,550/month | OJT, APP                      |  | Training is available through apprenticeship programs.         |
| <b>Glaziers</b> cut, fit, and install plate glass, window glass, and other glass in structures and vehicles. Glaziers use adhesives, cements, screws, bolts, and other special fasteners.  | WOIS-4248<br>DOT-865.381-010<br>OES-*                        | Average<br>8% growth 2000–2008<br>56 openings/year<br>\$1,165–\$5,580/month   | OJT, HS, VOC, APP             | Construction & Building Technology         | Training is available through apprenticeship programs.         |
| <b>Heating-Cooling System Mechanics</b> install, service, and repair refrigeration and heating units used in homes and public and commercial buildings.  | WOIS-3146<br>DOT-637.261-014<br>OES-85902                    | Average<br>16% growth 2000–2008<br>250 openings/year<br>\$1,210–\$3,830/month | OJT, HS, VOC, CC, TC, APP     | Heating, Air Conditioning, & Refrigeration | CC: 12–13, 24, 27–28<br>TC: 31–33<br>PCS:                      |
| <b>Heavy Equipment Operators</b> (also called <b>Operating Engineers</b> ) drive gasoline- or diesel-powered machinery equipped to level earth and clear land for road or building construction. They use machines that bore into the ground, spread and level asphalt and/or concrete on roads, and operate machines used to erect structural and reinforcement steel, as well as those used to demolish buildings. | WOIS-6151<br>DOT-859.683-010<br>OES-*                        | Average<br>12% growth 2000–2008<br>489 openings/year<br>\$1,165–\$4,120/month | OJT, HS, APP                  | Heavy Equipment Operator                   | PCS:<br>Training is available through apprenticeship programs. |
| <b>Insulation Workers</b> tape, wire, plaster, or spray insulation materials on an appropriate surface to ensure that either heat or cold will be retained.  | WOIS-4292<br>DOT-863.640-010<br>DOT-863.364-014<br>OES-87802 | Average<br>11% growth 2000–2008<br>81 openings/year<br>\$1,220–\$3,600/month  | OJT, HS, APP                  |  | PCS:<br>Training is available through apprenticeship programs. |
| <b>Ironworkers</b> assemble and erect ornamental or structural metals used in the construction of buildings, bridges, dams, metal storage tanks, and other projects.   | WOIS-5479<br>DOT-801.361-014<br>OES-*                        | Average<br>8% growth 2000–2008<br>61 openings/year<br>\$2,260–\$5,370/month   | APP                           |  | Training is available through apprenticeship programs.         |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study             | Preparation & Training Sites in Washington                                |
|---|--|--|-------------------------------|--|---|
| <b>Linepersons</b> install and repair electrical, cable television, telephone, and telegraph transmission systems for business and residential customers.   | WOIS-5624<br>DOT-822.381-014<br>OES-*                    | Slower than average<br>5% growth 2000–2008<br>156 openings/year<br>\$1,090–\$4,329/month | CC, TC,<br>APP                | Telephone<br>Equipment<br>Installation | CC: 5<br>TC: 33<br>Training is available through apprenticeship programs. |
| <b>Painters &amp; Paper Hangers</b> apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures.  | WOIS-4242<br>DOT-840.381-010<br>DOT-841.381-010<br>OES-* | Average<br>14% growth 2000–2008<br>596 openings/year<br>\$1,165–\$3,610/month            | OJT, HS,<br>VOC, TC,<br>APP   | Painting &<br>Decorating               | TC: 33<br>PCS:<br>Training is available through apprenticeship programs.  |
| <b>Plasterers &amp; Drywall Plasterers</b> apply plaster to walls, ceilings, and partitions in buildings making them fire-resistant and soundproof. <b>Drywall Installers</b> attach drywall panels framework inside houses other buildings, which involves measuring, cutting, gluing, and hanging the panels. | WOIS-4244<br>DOT-842.361-018<br>DOT-842.361-030<br>OES-* | Average<br>8% growth 2000–2008<br>322 openings/year<br>\$1,740–\$5,550/month             | OJT, APP                      | Plastering &<br>Drywall                | Training is available through apprenticeship programs.                    |
| <b>Plumbers &amp; Pipefitters</b> install and repair pipe systems that carry water, steam, air, or other liquids or gases. They also install plumbing fixtures, such as sinks, tubs, and showers.   | WOIS-4274<br>DOT-862.381-030<br>OES-*                    | Slower than average<br>3% growth 2000–2008<br>289 openings/year<br>\$1,720–\$5,830/month | HS, VOC,<br>APP, LIC          | Plumbing &<br>Pipefitting              | TC: 33<br>PCS:<br>Training is available through apprenticeship programs.  |
| <b>Roofers</b> apply materials, i.e., hot asphalt, composition roofing, wood shingles, asbestos shingles, slate or tile to roofs making them waterproof for new construction and repair   | work.<br>WOIS-4278<br>DOT-866.381-010<br>OES-*           | Average<br>7% growth 2000–2008<br>209 openings/year<br>\$1,234–\$3,580/month             | OJT, APP                      | Roofing                                | Training is available through apprenticeship programs.                    |
| <b>Sheet Metal Workers</b> assemble, install, and repair products or equipment made of sheet metal and other specialty metals and materials.  | WOIS-5484<br>DOT-804.281-010<br>OES-*                    | Slower than average<br>6% growth 2000–2008<br>\$1,387–\$5,150/month                      | OJT,<br>VCC,<br>TC, APP       | Sheet Metal                            | CC: 20, 24<br>TC: 31, 33<br>PCS:  |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington                   |
|---|--|---|-------------------------------|--|--|
| <b>Shipfitters &amp; Riggers</b> work in teams to build and repair ships, i.e., freighters, submarines, and oil tankers. <b>Shipfitters</b> assemble steel plates and beams that form ships. <b>Riggers</b> install hoists and other equipment that move heavy loads. | WOIS-5485<br>DOT-806.381-046<br>DOT-806.261-014<br>OES-* | Declining<br>14% decline 2000–2008<br>30 openings/year<br>\$2,088–\$3,820/month         | OJT, HS, APP                  | Welding  | Training is available through apprenticeship programs.       |
| <b>Stationary Engineers</b> regulate and maintain equipment such as boilers and turbines that are used to supply heat, air conditioning, or power.  | WOIS-5944<br>DOT-950.382-026<br>OES-*                    | Declining<br>3% decline 2000–2008<br>48 openings/year<br>\$1,460—\$3,480/month          | OJT, APP                      |  | Training is available through apprenticeship programs.       |
| <b>Surveyor Helpers</b> perform technical tasks under the direction of a surveyor to assist in surveying land.  | WOIS-2472<br>DOT-869.567-010<br>OES-22521                | Slower than average<br>5% growth 2000–2008<br>42 openings/year<br>\$1,200–\$3,800/month | CC, COL, TC                   | Civil Engineering Technology, Surveying, Graphic Information Systems | CC: 4, 9–10, 15, 20, 22, 24, 27, 30<br>TC: 31–32, 35<br>PCS: |

# Arts, Audio-Video Technology & Communications

Instructional programs and occupations dealing with designing, producing, exhibiting, performing, writing, and publishing multimedia content (includes visual, performing arts and design, journalism, and entertainment services).

- Audio & Video Technologies
- Commercial & Graphic Design
- Crafts & Fine Arts
- Journalism, Writing & Broadcasting
- Music & Performing Arts

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training        | Suggested Program of Study   | Preparation & Training Sites in Washington  |
|---|---|---|--------------------------------------|--|---|
| <b>Actors &amp; Actresses</b> entertain audiences by portraying roles on television, radio, stage, or motion pictures. They may also engage in producing educational media and help promote products through various audiovisual media. | WOIS-9866<br>DOT-150.047-010<br>OES-34056 | Average<br>13% growth 2000–2008<br>99 openings/year<br>Earning vary greatly               | OJT, HS,<br>VOC,<br>CC, COL,<br>GRAD | Theater & Drama  | CC: 8<br>U: 36–41, 51<br>PU: 55, 59–62, 64<br>PCS:  |
| <b>Advertising Workers</b> work as a team planning and carrying out campaigns to persuade people to buy products or services.   | WOIS-7492<br>OES-*                        | Average<br>8% growth 2000–2008<br>127 openings/year<br>\$1,500–\$8,000/month              | CC, COL                              | Advertising, Marketing, Communications, Journalism, Commercial Art, Graphic Design | CC: 1, 4–5, 7–8, 10–11, 15–18, 20, 23–25, 29, 30<br>TC: 33–34<br>U: 36–51<br>PU: 53–59, 61–65, 67<br>PCS: |
| <b>Announcers</b> provide live or prerecorded information and entertainment to radio, television, cable, and internet audiences.  | WOIS-9824<br>DOT-159,147-010<br>OES-*     | Slower than average<br>3% growth 2000–2008<br>45 openings/year<br>\$1,165–\$16,000/month  | OJT, HS,<br>VOC, CC,<br>TC, COL      | Radio & Television, Broadcasting, Communications, Journalism                       | CC: 4–5, 8, 10, 15<br>TC: 31, 33<br>U: 36–51<br>PU: 53, 55, 58–59, 61–65, 67<br>PCS:                      |
| <b>Artists</b> creatively and visually express their thoughts and feelings.   | WOIS-9834<br>DOT-144.061-010<br>OES-*     | Faster than average<br>22% growth 2000–2008<br>275 openings/year<br>Earnings vary greatly | OJT, VOC,<br>COL                     | Fine Arts  | U: 36–51<br>PU: 55, 59, 61–62, 64–67<br>PCS:  |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay   | Suggested Education/ Training | Suggested Program of Study                                     | Preparation & Training Sites in Washington                             |
|---|--|--|-------------------------------|--|--|
| <b>Broadcast Technicians</b> install, operate, and maintain electronic equipment used to record or transmit radio and television programs. Specialties include transmitter or studio maintenance, audio or video control, lighting, field recording, and videotape technician.                  | WOIS-5664<br>DOT-194.262-022<br>OES-34028                    | Average<br>10% growth 2000–2008<br>22 openings/year<br>\$1,165–\$??/month                  | VOC, CC,<br>TC, APP           | Communications,<br>Electronics<br>Technology<br><br>CC:<br>TC: |  |
| <b>Freelance Writers</b> inform and entertain their readers in all forms of creative literary composition.  | WOIS-2174<br>DOT-131.067-046                                 | Not surveyed<br>Earnings vary greatly  | CC, COL                       | Journalism,<br>Technical<br>Communication                      | CC: 5, 15, 18<br>U: 36–51<br>PU: 53, 55, 59, 63, 65, 67                |
| <b>Graphic Designers</b> illustrate ideas through sketches, drawings, and photographs. They prepare artwork for newspapers, magazine advertisements, and books. They may also create designs for commodity packages. Much of this work is accomplished using computers.                         | WOIS-4724<br>DOT-141.061-018<br>OES-34035                    | Faster than average<br>23% growth 2000–2008<br>132 openings/year<br>\$1,833–\$3,745/month  | VOC, CC,<br>TC, COL,<br>APP   | Graphic<br>Design &<br>Commercial<br>Art                       | CC: 4–6, 10, 18, 20, 25, 29<br>TC: 33–34<br>U: 42–46<br>PU: 65<br>PCS: |
| <b>Industrial Designers</b> combine technical knowledge with artistic talent to improve the form and design of products and their packaging and trademarks.   | WOIS-4725<br>DOT-142.061-026<br>OES-34038                    | Faster than average<br>25% growth 2000–2008<br>166 openings/year<br>\$1,600–\$4,000+/month | COL                           | Industrial<br>Design   | U: 42, 44–??<br>PCS:   |
| <b>Interior Designers &amp; Decorators</b> make homes, public buildings, and play areas more beautiful through planning and selection of colors, prints, wallpaper, fabrics, upholstery, and furniture styles. A number of interior designers are employed by office building management firms. | WOIS-4722<br>DOT-142.051-014<br>DOT-298.381-010<br>OES-34041 | Faster than average<br>27% growth 2000–2008<br>116 openings/year<br>\$1,165–\$4,100/month  | VOC, CC,<br>TC, COL           | Interior Design  | CC: 1, 12, 25<br>TC: 33<br>U: 47–50<br>PU: 61<br>PCS:                  |
| <b>Jewelers</b> may design, make, repair, and sell jewelry, watches, clocks, and other timepieces. Skilled crafts people make jewelry by hand, using their own designs.   | WOIS-3184<br>DOT-700.281-010-2<br>OES-67005                  | Declining<br>9% decline 2000–2008<br>20 openings/year<br>\$1,165–\$83,00/month             | OJT, CC,<br>TC, APP,<br>COL   | Metal Design,<br>Clock<br>Technology<br>Art, Metals            | CC: 13<br>U: 44–46   |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training    | Suggested Program of Study          | Preparation & Training Sites in Washington               |
|---|--|---|----------------------------------|-------------------------------------|--|
| <b>Marketing Managers</b> develop and evaluate strategies to increase sales of products or services for a company, division, or product line.   | WOIS-1164<br>DOT-163.167-018<br>OES-13011              | Faster than average<br>23% growth 2000–2008<br>392 openings/year<br>\$1,667–\$7,309/month | COL,<br>GRAD                     | Marketing Management, Marketing     | U: 36–51<br>PU: 53, 59, 62–65<br>PCS:                    |
| <b>Musicians</b> sing or play musical instruments, performing alone, in a group, or as a member of a band or orchestra. Many musicians give private lessons.  | WOIS-9867<br>DOT-152.041-010<br>OES-*                  | Faster than average<br>23% growth 2000–2008<br>156 openings/year<br>Earnings vary greatly | OJT, HS,<br>CC, COL,<br>GRAD     | Music, Music Performance            | CC: 20, 25<br>U: 36–51<br>PU: 55, 58–61, 64–67<br>PCS:   |
| <b>Photofinishers</b> develop film and print and enlarge pictures. They may operate automatic processing equipment.   | WOIS-5934<br>DOT-976.687-018<br>OES-*                  | Slower than average<br>3% growth 2000–2008<br>5 openings/year<br>\$1,165–2,790/month      | OJT, HS,<br>CC, TC               | Printing, Graphic Arts, Photography | CC: 8, 18, 25  |
| <b>Photographers</b> use cameras to visually record ideas and events. They should have an understanding of camera operation, lighting, composition, darkroom procedures, and special characteristics of films and papers. They may also use video cameras and video tape equipment. | WOIS-4734<br>DOT-143.062-030<br>OES-34023              | Average<br>7% growth 2000–2008<br>116 openings/year<br>\$1,165–\$3,675/month              | OJT, VOC,<br>CC,<br>CC, TC, COL, | Photography                         | CC: 8, 18, 20, 25<br>U: 44–49<br>PCS:                    |
| <b>Prepress Workers</b> (also called Desktop Publishers) combine text and artwork to make printed materials such as books, magazines, newspapers, product packaging, and newsletters.   | WOIS-4765<br>DOT-979.282-010<br>OES*                   | Faster than average<br>58% growth 2000–2008<br>\$1,165–\$3,010/month                      | CC, TC,<br>COL                   | Graphic Arts/ Printing              | CC: 5, 11, 18, 21–21, 25, 27<br>TC: 33<br>PU: 65         |
| <b>Press Operators</b> set up, operate, and maintain printing presses. They work for magazines, newspapers, publishing houses, and other organizations that do their own printing.  | WOIS-4771<br>DOT-651.382-042<br>OES-*                  | Average<br>15% growth 2000–2008<br>113 openings/year<br>\$2,200–\$3,310/month             | OJT, CC,<br>TC, APP              | Printing/ Graphic Arts              | CC: 5, 11, 18, 20–21, 25, 27<br>TC: 33<br>PU: 65<br>PCS: |
| <b>Public Relations Workers</b> aid their firms or clients in building and maintaining favorable public images. They also assess public reactions to their firm's or client's activities.   | WOIS-1195<br>DOT-165.167-014<br>OES-34008<br>OES-13011 | Average<br>20% growth 2000–2008<br>369 openings/year<br>\$1,500–\$6,029/month             | COL,<br>GRAD                     | Public Relations, Communications    | U: 36–51<br>PU: 55, 58, 59, 61–65, 67                    |



| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training           | Suggested Program of Study                                  | Preparation & Training Sites in Washington                 |
|---|---|--|---|---|--|
| <b>Reporters</b> gather information on newsworthy events and issues. They also write stories for publication or presentation in the news and broadcasting media.  | WOIS-2173<br>DOT-131.262-018<br>OES-*                                       | Average<br>18% growth 2000–2008<br>325 openings/year<br>\$1,500–\$5,661/month            | CC, COL,<br>GRAD                        | Journalism  | CC: 5, 15<br>U: 36–43, 47–51<br>PU: 53, 55, 59, 62, 66, 67 |
| <b>Singers &amp; Dancers</b> entertain audiences by singing or performing movement to music. There is a surplus of singers and dancers. This trend is expected to continue.   | WOIS-9868<br>DOT-151.047-010<br>DOT-152.047-022<br>OES-*                    | Faster than average<br>23% growth 2000–2008<br>47 openings/year<br>Earnings vary greatly | CC, COL,<br>GRAD                        | Performing Arts   | CC: 25<br>U: 36–51<br>PU: 55, 58–61, 64–67                 |
| <b>Social Scientists</b> study human behavior and environmental conditions to obtain information that will help solve complex social and environmental problems.  | WOIS-2144<br>DOT-054.067-014<br>DOT-055.067-010<br>DOT-055.067-018<br>OES-* | Average<br>10% growth 2000–2008<br>36 openings/year<br>\$1,500–\$3,214/month             | COL,<br>GRAD                            | Social Science, History, Sociology, Anthropology, Geography | U: 36–51<br>PU: 55–56, 59–67                               |
| <b>Stage Technicians</b> support production activities on theater, music, video, and film sets.   | WOIS-9855<br>DOT-962.261-014  | Not surveyed<br>\$1,165–\$2,860/month  | OJT, CC,<br>COL                         | Theater Arts  | CC: 8<br>U: 36–46<br>PU: 55, 59–64, 66                     |
| <b>Technical Illustrators</b> combine drafting and commercial art to prepare illustrations for manuals, text books, audio-visual presentations, brochures, or oral presentations.   | WOIS-4726<br>DOT-017.281-034  | Not surveyed<br>\$1,250–\$3,666/month  | OJT, HS,<br>VOC, CC,<br>TC, COL,<br>APP | Technical Illustration, Commercial Art                      | CC: 11, 18, 20, 25<br>TC: 34<br>PU: 65<br>PCS:             |
| <b>Technical Writers</b> write scientific and technical information in clear and easy to understand terms. They specialize in one or more subject areas and prepare manuals, catalogs, proposals, and instructional materials.                                      | WOIS-2177<br>DOT-131.267-026<br>OES-34005                                   | Faster than average<br>32% growth 2000–2008<br>\$1,800–\$5,000/month                     | COL,<br>GRAD                            | Technical Communications                                    | U: 42–50   |
| <b>Telecommunications Technicians</b> install, maintain, and repair, residential and business telecommunication systems, local area networks, fiberoptics, terminal hardware and operating systems, analog and digital data circuits, and communications equipment. | WOIS-3166<br>DOT-822.281-022<br>DOT-822.381-018<br>OES-*                    | Slower than average<br>6% growth 2000–2008<br>73 openings/year<br>\$1,210–\$3,990/month  | OJT, HS,<br>CC, TC                      | Telecommunications Technologies                             | CC: 5<br>TC: 33<br>PCS:                                    |

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington                   |
|--|---|---|-------------------------------|----------------------------|--|
| <b>Telephone Operators</b> tend to design, record, and edit electronic communication equipment for individuals and businesses. | WOIS-1454<br>DOT-235.662-022<br>OES-*     | Declining<br>3% decline 2000–2008<br>120 openings/year<br>\$1,165–\$2,143/month | APP                           |                            | No approved/ accredited training programs in Washington.     |
| <b>Video Production Workers</b> design, record, and edit videos for viewing by audiences.                                      | WOIS-9826<br>DOT-143.062-022<br>OES-34026 | Average<br>7% growth 2000–2008<br>5 openings/year<br>\$1,636–\$4,550/month      | CC, TC, COL                   | Multimedia Technology      | CC: 1, 5, 7–8, 11, 15, 21, 27<br>TC: 31, 33<br>U: 42<br>PCS: |



# Business & Administration

Instructional programs and occupations dealing with planning, managing, and providing administrative support, information processing, business communications, accounting, and human resource management services and related business management support services.

- Accounting & Related Occupations
- Administrative Support Services
- Business Management

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training      | Suggested Program of Study   | Preparation & Training Sites in Washington  |
|--|---|---|------------------------------------|--|---|
| <b>Business Executives</b> develop and administer policies to increase profits and make their organizations run smoothly.  | WOIS-1144<br>DOT-189.117-026<br>OES-19005       | Average<br>13% growth 2000–2008<br>2,605 openings/year<br>Earnings vary greatly           | COL,<br>GRAD                       | Business Management, Business Administration   | U: 36–51<br>PU: 52–54, 56, 58–65, 67  |
| <b>Business Managers</b> prepare and review financial reports and implement company policies to ensure smooth and profitable business operations.                    | WOIS-1146<br>DOT-191.117-014<br>OES-189.167-022 | Average<br>18% growth 2000–2008<br>2,845 openings/year<br>\$2,333–\$6,132/month           | COL, CC,<br>GRAD                   | Business Administration  | CC: 1, 3, 5–11, 13–17, 20, 22, 24–27, 29–30<br>TC: 32<br>U: 36–51<br>PU: 53–56, 58–65, 67<br>PCS: |
| <b>Collection Workers</b> locate people to notify them of overdue accounts or debts and try to secure payment or return of the merchandise.                          | WOIS-1637<br>DOT-241.357-010<br>OES-53508       | Faster than average<br>31% growth 2000–2008<br>265 openings/year<br>\$1,300–\$2,750/month | OJT, HS,<br>CC, TC                 | Credit Specialist  | CC: 7, 25<br>TC: 33   |
| <b>Cost Estimators</b> collect and analyze information to determine how much it will cost to perform a service, manufacture a product, or complete a project.        | WOIS-1626<br>DOT-169.267-038<br>OES-21902       | Average<br>13% growth 2000–2008<br>147 openings/year<br>\$1,500–\$5,105/month             | COL,<br>GRAD,<br>APP               | Business/<br>Economics,<br>Computer Science,<br>Construction Management,<br>Engineering Management | U: 36–51<br>PU: 53, 55, 59–62, 65, 67   |
| <b>Customer Service Representatives</b> assist consumers directly by handling requests and resolving complaints.   | WOIS-7421<br>DOT-239.362-014<br>OES-55335       | Not surveyed<br>\$1,165–\$4,900/month   | VOC, CC,<br>TC, APP                | Customer Service Representative  | CC: 5, 16–17<br>TC: 33, 35  |
| <b>Data Entry Operators</b> operate key-punch machines, similar to typewriters, to transcribe data from source material onto punch cards or tapes used in computers. | WOIS-1438<br>DOT-203.582-054<br>OES-56017       | Slower than average<br>2% growth 2000–2008<br>56 openings/year<br>\$1,165–\$3,200/month   | OJT, HS,<br>VOC,<br>CC, TC,<br>APP | Data Entry,  | CC: 7, 10, 30<br>TC: 35<br>PCS:   |

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training   | Suggested Program of Study  | Preparation & Training Sites in Washington                          |
|--|---|--|---------------------------------|---|---|
| <b>Employment Interviewers</b> identify candidates for filling job vacancies, and they assist jobless people in finding employment.  | WOIS-1461<br>DOT-166.267-010<br>OES-21508               | Average<br>7% growth 2000–2008<br>103 openings/year<br>\$1,990–\$3,650/month             | OJT, VOC,<br>TC, CC             | Receptionist  | CC: 5–6, 12,<br>15–17, 22, 24,<br>26–27<br>TC: 32–35                |
| <b>General Office Clerks</b> are assigned clerical duties in accordance with the office procedures of individual establishments. Duties may include a combination of bookkeeping, typing, stenography, and office machine operation. | WOIS-1418<br>DOT-209.562.010<br>OES-*                   | Average<br>7% growth 2000–2008<br>3,045 openings/year<br>\$1,165–2,442/month             | OJT, HS,<br>VOC, CC,<br>TC, APP | Office Assistant  | CC: 5, 7–8, 10–<br>11, 13–18, 21–<br>25, 27–28<br>TC: 31–35<br>PCS: |
| <b>Human Resource Managers</b> serve as a link between management and employees. They help management in effective use of employees' skills. They help employees find satisfaction in their jobs and working conditions.             | WOIS-1186<br>DOT-166.117-018<br>OES-*                   | Average<br>13% growth 2000–2008<br>220 openings/year<br>\$1,800–\$6,358/month            | TC, COL,<br>GRAD,<br>APP        | Human Resource Management, Labor Relations                          | TC: 31, 34<br>U: 36–42<br>PU: 47–50                                 |
| <b>Human Resource Specialists</b> provide clerical and specialist support to personnel departments.  | WOIS-1472<br>DOT-166.267-046<br>DOT-166.267-038<br>OES* | Average<br>14% growth 2000–2008<br>345 openings/year<br>\$1,387–\$4,268/month            | TC, COL                         | Human Resource Management, Labor Relations                          | TC: 32, 34<br>U: 36–42<br>PU: 59, 65                                |
| <b>Interviewing Clerks</b> help people complete application forms at employment offices, banks, hospitals, and government licensing bureaus.   | WOIS-1462<br>DOT-205.362-014<br>OES-*                   | Slower than average<br>2% growth 2000–2008<br>190 openings/year<br>\$1,165–\$2,539/month | OJT, HS                         | No approved/ accredited training programs in Washington.            |   |
| <b>Locksmiths</b> install, maintain, and repair locks, safes, and security devices in businesses and homes.  | WOIS-3188<br>DOT-709.281-010<br>OES-85923               | Average<br>13% growth 2000–2008<br>27 openings/year<br>\$1,165–\$2,930/month             | OJT, HS,<br>APP                 | Locksmith Training  | Training is available through apprenticeship programs.              |
| <b>Management Analysts</b> examine business or operating procedures and suggest changes that will help organizations solve problems and function more effectively and efficiently.   | WOIS-1147<br>DOT-161.167-010<br>OES-21905               | Average<br>20% growth 2000–2008<br>193 openings/year<br>\$2,850–\$6,180/month            | COL,<br>GRAD                    | Business Administration, Accounting, Finance, Public Administration | U: 36–51<br>PU: 52–53,<br>55–56, 58–65,<br>67                       |

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay   | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington  |
|---|---|--|-------------------------------|----------------------------|---|
| <b>Messengers</b> transport and deliver messages, documents, packages, and other items to offices or departments within a firm, to other businesses, or to private homes.   | WOIS-1456<br>DOT-230.663-010<br>OES-57311             | Average<br>11% growth 2000–2008<br>86 openings/year<br>\$1,165–\$2,199/month               |                               |                            | No approved/ accredited training programs in Washington.  |
| <b>Office Machine Operators</b> use a variety of office equipment to speed the flow of data and paperwork.  | WOIS-1439<br>DOT-214.482-010<br>OES-*                 | Declining<br>10% decline 2000–2008<br>187 openings/year<br>\$1,165–\$2,248/month           | CC, TC, APP                   | Secretarial Studies        | CC: 1–2, 5–8, 11–17, 22, 28, 30<br>TC: 31–34  |
| <b>Office Managers</b> maintain an efficient flow of work by evaluating, organizing, and directing office production.   | WOIS-1411<br>DOT-169.167-034<br>OES-13014<br>??-51002 | Average<br>14% growth 2000–2008<br>1,443 openings/year<br>\$1,200–\$5,966/month            | HS, VOC, CC, TC, COL, APP     | Managerial Courses         | CC: 1, 4–5, 7–9, 12, 14–17, 20–22, 24–25, 27–26<br>TC: 2–33, 35<br>U: 36, 47–50<br>PU: 56<br>PCS: |
| <b>Receptionists</b> greet visitors, clients, or customers, determine the purpose of their visit, and direct them accordingly. They work as information clerks and answer telephones and operate telephone switchboards.                                    | WOIS-1452<br>DOT-237.367-038<br>OES-55305             | Faster than average<br>22% growth 2000–2008<br>1,469 openings/year<br>\$1,165–\$2,500      | OJT, HS, VOC, TC, CC          | Receptionist               | CC: 5–6, 12, 15–17, 22, 24, 26–27<br>TC: 32–34<br>PCS:  |
| <b>Researchers</b> carry out studies, gather information, and make recommendations for action by administrators.  | WOIS-2166<br>DOT-199.267-034<br>OES-25302             | Slower than average<br>5% growth 2000–2008<br>33 openings/year<br>\$2,200–\$4,560/month    | COL, GRAD                     | Research                   | U: 36–51<br>PU: 53, 55–56, 59–67  |
| <b>Secretaries</b> perform a variety of clerical and organizational duties. They take dictation, type, handle correspondence, keep files, and schedule appointments. Some secretaries prepare reports, and many operate various pieces of office equipment. | WOIS-1442<br>DOT-201.362-030<br>OES-55108             | Slower than average<br>4% growth 2000–2008<br>1,093 openings/year<br>\$1,165–\$3,044/month | OJT, HS, VOC, CC, TC, APP     | Secretarial Science        | CC: 1–2, 5–8, 11–17, 22–28, 30<br>TC: 31–34<br>PCS:   |
| <b>Small Business Operators</b> run various business establishments, manufacturing products and selling goods and services to their customers.  | WOIS-1142   | Outlook and wages vary greatly, depending on the business.                                 | HS, CC, TC, COL, GRAD         | Business Administration    | CC: 1, 5–11, 13–17, 20, 22, 24–27<br>U: 36–51<br>PU:  |

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington        |
|--|---|---|-------------------------------|----------------------------|---|
| <b>Word Processing Operators</b> type correspondence, reports, insurance policies, and other material into a computer. They read the material for errors, make corrections, and print final copies. They also combine or transfer data between files and make revisions. | WOIS-1421<br>DOT-203.382-030<br>OES-55307 | Declining<br>8% decline 2000–2008<br>209 openings/year<br>\$1,165–\$2,917/month | OJT, HS,<br>VOC, CC, TC       | Word Processing            | CC: 1–2, 5–6, 8, 11–13, 15, 21–26, 28, 30<br>PCS: |

# Education & Training

Instructional programs and occupations dealing with planning, administering, managing, and providing education and training services; related learning support services such as library, information services, child care, and counseling services; and preparatory medical training in educational settings.

- Child Care
- Education Administration, Evaluation & Curriculum
- Education Counseling
- Librarianship
- Preprofessional Medical Studies
- Teaching/Training

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study                        | Preparation & Training Sites in Washington       |
|--|--|---|-------------------------------|---|--|
| <b>Education Administrators</b> manage school systems to promote successful academic programs for students and staff members and provide efficient business operations. Examples of jobs include college presidents, school superintendents, principals, directors, and business managers.   | WOIS-1136<br>DOT-099.117-018<br>DOT-099.117-010<br>OES-* | Average<br>19% growth 2000–2008<br>415 openings/year<br>\$3,000–\$6,700/month   | COL,<br>GRAD,<br>LIC          | Education Administration                          | U: 36, 42, 44–46<br>PU: 53, 55–56, 59, 61–65, 67 |
| <b>Elementary Teachers</b> teach a wide range of academic, social, emotional, and motor skills in first through sixth grade. Teachers plan and present instruction to meet student needs according to district and state requirements. They teach reading, math, science, language arts, social studies, and physical education. Some elementary teachers only teach one subject to a number of classes. | WOIS-8455<br>DOT-092.227-010<br>OES-31305                | Average<br>19% growth 2000–2008<br>1,404 openings/year<br>\$1,910–\$3,235/month | COL,<br>GRAD,<br>LIC          | Elementary Education                              | U: 36–51<br>PU: 52–53, 55–56, 58–61, 65–67       |
| <b>Kindergarten Teachers</b> teach music, art, literature, social skills, and personal hygiene to children from five to six years old.   | WOIS-8451<br>DOT-092.227-014<br>OES-31302                | Average<br>15% growth 2000–2008<br>363 openings/year<br>\$2,760/month           | COL,<br>GRAD,<br>LIC          | Kindergarten Education, Early Childhood Education | U: 36–51<br>PU: 55–56, 60–62, 67                 |
| <b>Librarians</b> maintain a library's collection of materials such as books, magazines, films, and records and assist groups and individuals in locating and using these materials.   | WOIS-8492<br>DOT-100.127-014<br>OES-31502                | Average<br>15% growth 2000–2008<br>150 openings/year<br>\$2,310–\$4,570/month   | COL, GRAD,<br>LIC             | Library Science                                   | U: 42, 44–46                                     |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training   | Suggested Program of Study                              | Preparation & Training Sites in Washington  |
|--|--|---|---------------------------------|---|---|
| <b>Library Assistants &amp; Technicians</b> aid librarians in maintaining, tracing, and checking out library material. They also provide information to library patrons.   | WOIS-1428<br>DOT-249.367-046<br>OES-*                        | Average<br>21% growth 2000–2008<br>312 openings/year<br>\$1,177–\$2,872         | HS, CC,<br>TC                   | Library<br>Technology                                   | CC: 11, 25<br>TC: 34  |
| <b>Rehabilitation Counselors</b> help individuals with physical, mental, emotional, or social disabilities adjust to their conditions and become self-sufficient.  | WOIS-8412<br>DOT-045.107-042<br>DOT-045.107-058<br>OES-31514 | Average<br>18% growth 2000–2008<br>99 openings/year<br>\$2,200–\$3,960/month    | CC, TC,<br>COL,<br>GRAD,<br>LIC | Social Service,<br>Chemical<br>Dependency<br>Counseling | CC: 1, 5–7, 9,<br>12, 15–18, 20,<br>25, 28, 30<br>U: 36–56<br>PU: 52–53, 55–56, 58–67 |
| <b>School Counselors</b> help students make the best use of the learning opportunities offered by the school. They are concerned with the personal, social, educational, and vocational development of students.   | WOIS-8416<br>DOT-045.107-010<br>OES-31514                    | Average<br>18% growth 2000–2008<br>99 openings/year<br>\$2,360–\$3,660/month    | COL,<br>GRAD,<br>LIC            | Educational<br>Psychology,<br>Guidance &<br>Counseling  | U: 36–51<br>PU: 53, 56,<br>60–65, 67  |
| <b>School Psychologists</b> use their knowledge of psychology to serve the mental health and educational needs of children and young people.   | WOIS-8414<br>DOT-045.107-034                                 | Not surveyed<br>\$1,500–\$3,890/month   | COL, GRAD,<br>LIC               | School<br>Psychology                                    | U: 36–42, 44–46<br>PU: 61–62  |
| <b>Secondary Teachers</b> instruct students in one or more subject areas in junior or senior high schools. They often work with students in extracurricular activities.  | WOIS-8456<br>DOT-091.227-010<br>OES-31308                    | Average<br>18% growth 2000–2008<br>1,622 openings/year<br>\$3,230–\$4,080/month | COL,<br>GRAD,<br>LIC            | Secondary<br>Education                                  | U: 36–51<br>PU: 52–53, 55–56, 58–67   |
| <b>Special Education Teachers</b> instruct students with physical, mental, emotional, or learning impairments. They are involved in developing programs of study and in working with parents as part of their instructional responsibilities. They act as classroom managers, as well as teachers. | WOIS-8459<br>DOT-094.227-010<br>OES-31311                    | Average<br>18% growth 2000–2008<br>270 openings/year<br>\$1,945–\$3,180/month   | COL, GRAD,<br>LIC               | Special<br>Education                                    | U: 36–42, 47–50<br>PU: 53, 55–56, 59–62, 67   |
| <b>Teacher Assistants</b> assist teachers by performing tasks such as grading papers, duplicating materials, and supervising play activities.  | WOIS-8465<br>DOT-249.367-074<br>DOT-099.327-010<br>OES-*     | Average<br>17% growth 2000–2008<br>1,005 openings/year<br>\$1,165–\$2,600/month | OJT, HS,<br>CC, TC              | Educational<br>Aide,<br>Instructional<br>Aide           | CC: 2, 5, 8, 11,<br>16–17, 20, 26,<br>29, 30<br>TC: 32–33, 35<br>PCS:                 |



| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study     | Preparation & Training Sites in Washington           |
|---|---|---|-------------------------------|--------------------------------|--|
| <b>University &amp; College Teachers</b> educate and train postsecondary students. They specialize in teaching particular subjects. They advise students regarding curriculum requirements, conduct and supervise research, and serve on various college and university committees. | WOIS-8454<br>DOT-090.227-010<br>OES-*     | Average<br>18% growth 2000–2008<br>1,610 openings/year<br>\$2,830–\$7,280/month | COL, GRAD                     | Content Area                   | U: 36–51<br>PU: 52–53, 55–56, 59–65, 67              |
| <b>Vocational Teachers</b> teach skills required for employment in a specific occupation. Specializations include agriculture, business education, marketing education, home and daily life, technical, trade and industrial fields, health occupations, and industrial arts.       | WOIS-8452<br>DOT-091.221-010<br>OES-31314 | Average<br>17% growth 2000–2008<br>219 openings/year<br>\$1,700–\$3,930/month   | CC, COL, VOC, LIC, APP        | Vocational-Technical Education | CC: 23–24<br>U: 36–51<br>PU: 52–53, 55–56, 61–62, 67 |

# Finance

Instructional programs and occupations dealing with banking, investment, financial planning, economics, and insurance services, including managing and planning for firms and businesses involved in such services.

- Banking & Finance
- Financial Planning
- Insurance Services

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                     | Preparation & Training Sites in Washington   |
|--|---|--|-------------------------------|--|--|
| <b>Accountants &amp; Auditors</b> prepare and analyze business and government records and financial reports needed for effective management. These reports also provide information to investors, creditors, and government agencies.        | WOIS-1614<br>DOT-160.162-018<br>OES-21114 | Average<br>11% growth 2000–2008<br>829 openings/year<br>\$1,500–\$4,536/month            | COL, GRAD, LIC                | Accounting                                     | U: 36–42, 44–51<br>PU: 53, 55–56, 59–62, 65, 67  |
| <b>Bank Tellers</b> receive and pay out money, keep records of customers' transactions, cash checks, and perform other banking duties.   | WOIS-1644<br>DOT-211.362-018<br>OES-*     | Slower than average<br>3% growth 2000–2008<br>532 openings/year<br>\$1,165–\$2,073/month | OJT, HS, VOC, CC, TC          | Teller Training                                | CC: 12, 24<br>TC: 35<br>PCS:   |
| <b>Bookkeepers</b> record day-to-day business transactions and maintain systematic, up-to-date records of financial affairs. Computer skills may be necessary.   | WOIS-1616<br>DOT-210.382-014<br>OES-55338 | Slower than average<br>0% growth 2000–2008<br>513 openings/year<br>\$1,165–\$4,200/month | OJT, HS, VOC, CC, TC, APP     | Bookkeeping, Accounting (1 or 2-year programs) | CC: 1–30<br>TC: 31–35  |
| <b>Bookkeeping &amp; Accounting Clerks</b> keep daily financial records of a business or company. They also calculate employee wages and may prepare tax reports. Audit Clerks verify financial transactions inside and outside the company. | WOIS-1619<br>DOT-216.482-010<br>OES-*     | Slower than average<br>2% growth 2000–2008<br>824 openings/year<br>\$1,165–\$3,900/month | OJT, HS, VOC, CC, TC, APP     | Accounting (1- or 2-year programs)             | CC: 1–30<br>TC: 31–35<br>PCS:  |
| <b>Claim Adjusters</b> investigate, evaluate, and settle claims on insurance policies resulting from accidents, fires, injuries, embezzlement of funds, and property loss and damage.  | WOIS-1632<br>DOT-241.217-010<br>OES-*     | Average<br>18% growth 2000–2008<br>161 openings/year<br>\$1,500–\$4,654/month            | OJT, CC, TC, COL, LIC         | Insurance, Business Administration             | CC: 1, 3, 5–11, 13–, 20, 22, 24–27, 30<br>TC: 34<br>U: 36–51<br>PU: 53, 55–56, 58–65, 67 |

| Occupational Description  | Codes                                      | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training     | Suggested Program of Study                    | Preparation & Training Sites in Washington |
|---|--|---|-----------------------------------|---|--|
| <b>Financial Institution Managers</b> oversee the operations of banks, savings and loan associations, credit unions, and related financial services.  | WOIS-1148<br>DOT-186.167-086<br>OES-*      | Average<br>14% growth 2000–2008<br>742 openings/year<br>\$1,400–\$6,557/month             | COL,<br>GRAD                      | Finance<br><br>U: 42, 44–57<br>PU: 53, 61, 65 |  |
| <b>Financial Planners</b> develop and coordinate financial plans to help individuals, businesses, and organizations reach their financial goals.  | WOIS-1615<br>DOT-250.257-014<br>OES-*      | Faster than average<br>32% growth 2000–2008<br>100 openings/year<br>Earnings vary greatly | COL,<br>GRAD,<br>LIC              | Finance                                       | U: 42, 44–46, 51<br>PU: 53, 62, 65         |
| <b>Income Tax Advisors</b> help individuals prepare and complete tax forms.   | WOIS-1612<br>DOT-219.362-070<br>OES-21111  | Slower than average<br>6% growth 2000–2008<br>50 openings/year<br>\$1,165–\$4,170/month   | VOC,<br>COL                       | Income Tax Practitioner                       | CC: 13<br>PCS:                             |
| <b>Insurance Agents</b> sell individual and group insurance policies. Agents provide advice to clients on their insurance needs regarding the type and amount needed.   | WOIS-7416<br>DOT-250.257-010<br>OES-43002  | Average<br>11% growth 2000–2008<br>246 openings/year<br>\$1,165–\$3,988                   | OJT, HS,<br>VOC, COL,<br>APP, LIC | Insurance                                     | TC: ??<br>U: 34<br>PCS:                    |
| <b>Loan Officers</b> evaluate applicants' financial backgrounds to determine their eligibility for loans.   | WOIS-1636<br>DOT-186.267-018<br>OES-*      | Faster than average<br>22% growth 2000–2008<br>280 openings/year<br>\$1,400–\$4,180       | OJT, COL                          | Accounting, Banking, Business Administration  | U: 36–51<br>PU: 52–53, 55–56, 58–65, 67    |
| <b>Securities Sales People</b> counsel clients regarding investment opportunities. Clients may be individuals, groups, or businesses. Security salespeople buy, sell, or transfer stocks and bonds for clients. They may specialize in one area of the economy, dealing mainly with auto, precious metals, oil, or pharmaceutical stocks. Those who deal with agricultural products are called Commodity (Futures) Brokers. | WOIS-7415<br>DOT-250.257-018<br>OES-*      | Faster than average<br>32% growth 2000–2008<br>183 openings/year<br>\$1,200–\$8,939/month | OJT, COL,<br>LIC                  | Finance, Economics                            | U: 36–51<br>PU: 53, 55, 59, 61–67          |
| <b>Underwriters</b> review insurance applications, determine the risk involved, and accept or reject applications based on a company's underwriting policies. Most underwriters specialize in property, life, liability, or health.   | WOIS- 1635<br>DOT-169.267-046<br>OES-21102 | Average<br>7% growth 2000–2008<br>58 openings/year<br>\$2,011–\$4,496/month               | COL                               | Business Administration                       | U: 36–51<br>PU: 53, 55–56, 58–65, 67       |

# Government & Public Administration

Instructional programs and occupations dealing with planning, managing, and providing government legislative, administrative, and regulatory services; includes government services at the federal, state, and local levels such as public finance and planning.

- Governmental Relations
- Public Administration
- Public Finance & Planning

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study  | Preparation & Training Sites in Washington   |
|--|---|--|-------------------------------|---|--|
| <b>Customs Inspectors</b> inspect people, cargo, and other goods to enforce regulations and laws regarding the type and amount of goods that may enter or leave the country. | WOIS-9475<br>DOT-168.267-022              | Not surveyed<br>\$1,709–\$3,145+/month   | CC, COL                       | Criminal Justice & Law Enforcement                                      | CC: 1, 4–6, 8–12, 14–17, 21–21, 24, 26–27, 30<br>U: 36, 42, 47–50<br>PU: 55, 60–61 |
| <b>Government Executives</b> oversee and regulate the operations and policies of governments to meet the needs of the people they serve.                                     | WOIS-1139                                 | Not surveyed<br>Earnings vary greatly  | COL, GRAD                     | Public Administration, Political Sciences, Business Administration, Law | U: 36–51<br>PU: 52–53, 55–56, 58–67  |
| <b>Mail Carriers</b> collect and deliver letters, magazines, and packages along assigned routes.   | WOIS-7122<br>DOT-230.367-010<br>OES-57305 | Slower than average<br>4% growth 2000–2008<br>203 openings/year<br>\$1,655–\$3,150/month | OJT, HS                       | No approved/ accredited training programs in Washington.                |  |
| <b>Park Rangers &amp; Naturalists</b> work to preserve and teach an appreciation of our natural and historical heritage.   | WOIS-9422<br>DOT-169.167-042              | Not surveyed<br>\$1,580–\$3,010/month  | COL                           | Parks & Community Recreation Management                                 | U: 42, 44–51<br>PU: 55, 59   |
| <b>Postal Clerks</b> are responsible for organizing all mail that goes through the post office. They may also sell stamps, postal insurance, and register letters.           | WOIS-7123<br>DOT-243.367-014<br>OES-57308 | Slower than average<br>4% growth 2000–2008<br>136 openings/year<br>\$1,213–\$3,558/month | OJT, HS                       | No approved/ accredited training programs in Washington.                |  |

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                              | Preparation & Training Sites in Washington        |
|---|---|--|-------------------------------|---|---|
| <b>Public Administrators</b><br>coordinate and direct public services in order to meet the needs of the community or state.   | WOIS-1138<br>OES-*                        | Average<br>9% growth 2000–2008<br>62 openings/year<br>\$2,860–\$6,350/month              | COL,<br>GRAD                  | Public<br>Administration,<br>Business<br>Administration | U: 36, 47–51<br>PU: 52–53,<br>55–56, 58–65,<br>67 |
| <b>Road Maintenance Workers</b> perform a wide variety of skilled and semiskilled tasks to maintain highways, city, and rural roads, and the surrounding landscape. | WOIS-4285<br>DOT-899.684-014<br>OES-87711 | Declining<br>3% decline 2000–2008<br>61 openings/year<br>\$1,966–\$3,688/month           | OJT, HS                       | Heavy<br>Equipment<br>Operation<br><br>PCS:             |   |
| <b>Urban &amp; Regional Planners</b><br>plan for the overall growth and improvement of cities, counties; and metropolitan areas.                                    | WOIS-2167<br>DOT-199.167-014<br>OES-27105 | Average<br>10% growth 2000–2008<br>51 openings/year<br>\$1,600–\$6,635/month             | COL, GRAD                     | Urban &<br>Regional<br>Planning                         | U: 36–42, 44–50                                   |
| <b>Wastewater Treatment Plant Operators</b> work with sewage treatment, sludge processing, and disposal equipment to control the flow and processing of waste.      | WOIS-5946<br>DOT-955.362-010<br>OES-95002 | Faster than average<br>24% growth 2000–2008<br>72 openings/year<br>\$1,165–\$3,620/month | OJT, HS,<br>CC, LIC,<br>APP   | Water &<br>Wastewater<br>Technology                     | CC: 10, 22  |

# Health Science

Instructional programs and occupations dealing with planning, managing, and providing diagnostic, therapeutic, treatment, research, and information services related to the physical and mental health of humans.

- Diagnostic & Treatment Technologies
- Health & Medical Care Services
- Health Treatment Specialties
- Medical Science & Research
- Mental Health Services

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study          | Preparation & Training Sites in Washington                           |
|--|---|---|-------------------------------|-------------------------------------|--|
| <b>Acupuncturists</b> use a form of Chinese medicine called acupuncture to diagnose, treat, and restore the health of their patients.  | WOIS-8111<br>DOT-079.271.010  | Not surveyed<br>\$2,500-\$5,000/month   | COL,<br>GRAD,<br>LIC          | Acupuncture,<br>Chinese<br>Medicine | PCS:   |
| <b>Cardiovascular Technologists</b> work with doctors to diagnose and treat diseases of the heart and circulatory system. They may specialize in invasive or noninvasive procedures. | WOIS-8157<br>DOT-078.362-030<br>DOT-078.364-014<br>DOT-078.362-018<br>OES-32925 | Slower than average<br>4% growth 2000–2008<br>14 openings/year<br>\$2,300–\$3,970/month   | OJT, HS,<br>CC, COL           | Cardiovascular<br>Technology        | CC: 24   |
| <b>Chiropractic Technicians</b> provide clinical and office assistance to chiropractors. They help with physical examinations of patients and perform general office duties.         | WOIS-8175<br>DOT-079.364-010  | Not surveyed<br>\$1,165–\$2,610/month   | OJT, CC                       | Chiropractic<br>Technician          | CC: 11   |
| <b>Chiropractors</b> treat patients by manually adjusting parts of the body, giving special attention to the spine and nervous system.   | WOIS-8122<br>DOT-079.101-010  | Not surveyed<br>\$2,000–\$15,000/month  | COL, LIC                      | Chiropractic                        | No approved/<br>accredited<br>training<br>programs in<br>Washington. |
| <b>Dental Assistants</b> aid dentists by preparing patients for examination and treatment. They may also perform laboratory procedures.  | WOIS-8176<br>DOT-079.361-018<br>OES-66002                                       | Faster than average<br>32% growth 2000–2008<br>509 openings/year<br>\$1,560–\$2,850/month | OJT, VOC,<br>CC, TC           | Dental<br>Assisting                 | CC: 11, 19, 22,<br>24<br>TC: 31–35<br>PCS:                           |
| <b>Dental Hygienists</b> assist dentists by cleaning, polishing, and taking x-rays of patients' teeth. Hygienists instruct patients in proper oral hygiene.                          | WOIS-8152<br>DOT-078.361-010<br>OES-32908                                       | Faster than average<br>38% growth 2000–2008<br>364 openings/year<br>\$2,480–\$6,860       | CC, TC,<br>COL, LIC           | Dental<br>Hygiene                   | CC: 5, 16–17,<br>30, 30<br>TC: 34<br>U: 42, 44–46                    |



| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training   | Suggested Program of Study                            | Preparation & Training Sites in Washington                        |
|--|---|--|---------------------------------|---|---|
| <b>Dental Laboratory Technicians</b> make and repair various dental appliances, such as dentures and crowns, according to written instructions and patients' mouth impressions taken by dentists.                            | WOIS-2655<br>DOT-712.381-018<br>OES-89921   | Faster than average<br>23% growth 2000–2008<br>69 openings/year<br>\$1,210–\$2,930/month | OJT, HS,<br>VOC, TC,<br>APP     | Dental Laboratory Technician                          | TC: 31  |
| <b>Dentists</b> diagnose and treat patients with diseases, injuries, or malformations of the teeth, gums, and mouth. They fill cavities, extract teeth, perform corrective surgery, and help patients prevent such problems. | WOIS-8142<br>DOT-072.101-010<br>OES-32105   | Average<br>11% growth 2000–2008<br>137 openings/year<br>\$4,170–\$28,480/month           | GRAD,<br>LIC                    | Dentistry   | U: 44–46  |
| <b>Dietitians</b> promote and maintain health, prevent or treat illness, and aid rehabilitation through nutrition, education, and diet.  | WOIS-8136<br>DOT-077.127-010<br>DOT-077.127-014<br>OES-*  | Average<br>15% growth 2000–2008<br>53 openings/year<br>\$2,200–\$3,710/month             | COL,<br>GRAD,<br>LIC            | Nutrition   | U: 36–41, 44–50<br>PU: 61   |
| <b>Electroneurodiagnostic Technologists</b> operate specialized equipment that measures and records electrical brain activity. This process is used by physicians in diagnosing brain disorders and assessing brain damage.  | WOIS-8156<br>DOT-078.362-022<br>OES-32923   | Average<br>17% growth 2000–2008<br>6 openings/year<br>\$900–\$3,910/month                | OJT, HS                         | Electrodiagnostic Technology<br><br>PCS:              |   |
| <b>Emergency Medical Technicians</b> (also called Paramedics) work as members of emergency teams, providing immediate first-aid treatment and transporting sick and injured people to medical facilities.                    | WOIS-8168<br>DOT-079.374-010<br>OES-32508   | Faster than average<br>36% growth 2000–2008<br>\$1,335–\$4,586/month                     | HS, CC, TC,<br>COL, APP, LIC    | Emergency Medical Technician, Paramedic Training      | CC: 13, 24, 26<br>U: 36–41<br>PCS:                                |
| <b>Health Aides</b> perform a variety of duties in connection with health services provided in the community.  | WOIS-8178<br>DOT-335.354-010<br>DOT-354.377-010<br>DOT-355.377-118<br>DOT-355.377-014<br>DOT-354.677-010<br>OES-* | Average<br>18% growth 2000–2008<br>295 openings/year<br>\$1,165–\$2,320                  | OJT, HS,<br>VOC, CC,<br>TC, LIC | Health Technology, Gerontology, Health Care Assistant | CC: 2, 5–7, 10–13, 17, 19, 21–22, 25–28, 30<br>TC: 32, 35<br>PCS: |

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study  | Preparation & Training Sites in Washington   |
|---|---|---|-------------------------------|---|--|
| <b>Health Service Administrators</b> manage hospitals and other health facilities and their staffs to assure satisfactory patient care.   | WOIS-1134<br>DOT-187.177-010<br>OES-15008   | Faster than average<br>22% growth 2000–2008<br>244 openings/year<br>\$2,790–\$6,090/month | COL,<br>GRAD,<br>LIC          | Health Care Administration  | U: 42, 44–50<br>PCS:   |
| <b>Health Technicians &amp; Technologists</b> use medical equipment to aid in the diagnosis and therapy of various health problems.   | WOIS-8155<br>DOT-078.362-014<br>DOT-078.261-014<br>DOT-078.361-038<br>DOT-712.381-034<br>DOT-712.381-038<br>OES-* | Average<br>18% growth 2000–2008<br>455 openings/year<br>\$1,127–\$2,790/month             | OJT, CC,<br>TC, COL,<br>APP   | Health Technology   | CC: 6, 16–17, 20, 25, 28<br>TC: 33–34<br>U: 42, 44–46<br>PU: 59, 61<br>PCS:        |
| <b>Health Therapists</b> help patients regain control of their lives. Art and music therapists work primarily with psychiatric patients. Recreational and manual arts therapists work with people of all ages. Orientation therapists help newly blind individuals relearn daily living skills. | WOIS-8126<br>DOT-076.127-014<br>DOT-076.127-010<br>DOT-076.124-014<br>OES-*                                       | Faster than average<br>25% growth 2000–2008<br>41 openings/year<br>\$1,165–\$3,580/month  | COL, GRAD,<br>APP             | Activities Therapy, Health Science, Rehabilitation Medicine, Occupational Therapy | U: 42, 44–46<br>PU: 64–65<br>PCS:  |
| <b>Home Health Aides</b> provide basic health care, personal care, and emotional support to elderly, ill and disabled people in the patients' homes.  | WOIS-8179<br>DOT-354.377-014<br>OES-66011   | Average<br>20% growth 2000–2008<br>641 openings/year<br>\$1,165–\$2,080/month             | OJT, CC,<br>TC, LIC           | Nursing Assistant, Gerontology Aide   | CC: 2, 5–8, 10, 12–13, 16–17, 19, 21–22, 25–28, 30<br>TC: 32, 35<br>PU: 56<br>PCS: |
| <b>Licensed Practical Nurses</b> give routine health care and personal care to patients and assist registered nurses and physicians with patients who are seriously ill. They provide care to patients in hospitals, clinics, private homes, and other settings.                                | WOIS-8164<br>DOT-079.374-014<br>OES-32505   | Average<br>16% growth 2000–2008<br>432 openings/year<br>\$1,910–\$2,840/month             | CC, TC,<br>LIC                | Practical Nursing   | CC: 2, 4–6, 8–10, 12–17, 21–22, 24, 27–28, 30<br>TC: 31–35                         |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training   | Suggested Program of Study    | Preparation & Training Sites in Washington                                  |
|---|--|---|---------------------------------|-------------------------------|---|
| <b>Massage Therapists</b> use their hands to provide treatment for body muscles and for improving circulation, increasing joint flexibility, relieving pain due to tension or overexertion, and relieving general tension.  | WOIS-8641<br>DOT-334.374-010                             | Not surveyed<br>\$1,440+/month<br>Earnings vary greatly                                   | VOC, LIC                        | Massage Therapy               | TC: 33, 35<br>PCS:  |
| <b>Medical Assistants</b> perform basic office, laboratory, and clinical duties to assist physicians in caring for patients. They prepare treatment rooms, supplies, instruments, and patients for physician and hand instruments and materials to physician as directed. | WOIS-8186<br>DOT-079.362-010<br>OES-66005                | Faster than average<br>46% growth 2000–2008<br>419 openings/year<br>\$1,390–\$2,610/month | HS, VOC,<br>CC, TC              | Medical Assistant             | CC: 8, 10–15,<br>19, 22, 24, 29<br>TC: 31, 33–35<br>PCS:                    |
| <b>Medical Laboratory Technicians/Technologists</b> perform lab tests to provide information for use by physicians in detecting, diagnosing, or treating diseases.  | WOIS-8154<br>DOT-078.381-014<br>DOT-078.261-038<br>OES-* | Faster than average<br>22% growth 2000–2008<br>237 openings/year<br>\$1,960–\$3,930/month | HS, CC,<br>TC, COL              | Medical Laboratory Technology | CC: 5, 20, 24,<br>26<br>TC: 33, 35<br>U: 36–42, 44–46<br>PU: 59, 62         |
| <b>Medical Records Technicians</b> compile, verify, file, and maintain medical records of hospital and clinic patients for use by physicians, for research and study, and to develop medical statistics.  | WOIS-1431<br>DOT-079.362-014<br>OES-32911                | Faster than average<br>41% growth 2000–2008<br>183 openings/year<br>\$1,508–\$2,700/month | OJT, HS,<br>VOC, CC             | Medical Records Technology    | CC: 5, 20, 24,<br>26  |
| <b>Medical Secretaries</b> perform clerical and administrative support duties in medical offices.   | WOIS-1446<br>DOT-201.362-014<br>OES-55105                | Faster than average<br>22% growth 2000–2008<br>186 openings/year<br>\$1,165–\$2,587/month | OJT, HS,<br>VOC, CC,<br>TC, COL | Medical Secretarial Courses   | CC: 4–9, 11–12, 14, 16–17,<br>20–22, 24, 26–28, 30<br>TC: 32, 34–35<br>PCS: |
| <b>Midwives</b> are trained professionals who provide health care and support to a woman and her newborn during the normal childbearing cycle.  | WOIS-8169<br>DOT-075.264-014                             | Not surveyed<br>\$1,165–\$5,810/month   | VOC, COL,<br>GRAD, LIC          | Midwifery<br><br>PCS:         |   |
| <b>Naturopathic Physicians</b> treat a variety of health problems, using natural therapies.   | WOIS-8123<br>DOT-079.101-014                             | Not surveyed<br>\$2,000–\$3,333/month   | COL, LIC                        | Naturopathic Medicine         | No approved/ accredited training programs in Washington.                    |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                | Preparation & Training Sites in Washington                            |
|--|--|--|-------------------------------|---|---|
| <b>Nurse Practitioners</b> are specialists who provide general medical care to patients in health care facilities. They independently perform tasks that were once done only by licensed physicians.   | WOIS-8163<br>DOT-075.264-010<br>OES-32502                    | Average<br>13% growth 2000–2008<br>121 openings/year<br>\$3,100–\$5,290/month            | COL, GRAD, LIC                | Nursing, Nurse Practitioner               | U: 42, 44–50<br>PU: 55, 57, 59, 61–62, 65, 67                         |
| <b>Nursing Assistants</b> assist in the care of hospital patients under the direction of nursing and medical staff. They may make beds, serve meals, and bathe patients.   | WOIS-8174<br>DOT-355.674-014<br>DOT-335.674-018<br>OES-66008 | Average<br>19% growth 2000–2008<br>856 openings/year<br>\$1,165–\$2,360/month            | OJT, VOC, CC, TC, LIC         | Nursing Assistant                         | CC: 2, 5, 8, 12–13, 16–17, 19, 21–22, 26–28, 30<br>TC: 32, 35<br>PCS: |
| <b>Occupational Therapists</b> plan and organize activities to improve the function of physically, mentally, or emotionally disabled patients. They plan and direct educational, vocational, and recreational activities to help patients become as self-sufficient as possible in self-care and daily life.                   | WOIS-8125<br>DOT-076.121-010<br>OES-32305                    | Faster than average<br>31% growth 2000–2008<br>88 openings/year<br>\$2,250–\$5,550/month | COL, GRAD, LIC                | Occupational Therapy                      | U: 42, 44–46<br>PU: 64  |
| <b>Opticians</b> measure and fit eyeglasses and grind the lenses according to prescriptions from optometrists and ophthalmologists.  | WOIS-2656<br>DOT-299.361-010<br>DOT-716.280-014<br>OES-*     | Slower than average<br>5% growth 2000–2008<br>66 openings/year<br>\$1,165–\$3,250/month  | OJT, HS, CC, APP, LIC         | Optical Dispensing, Optometric Technology | CC: 18, 24  |
| <b>Optometrists</b> provide vision care services to help people preserve and improve their vision. They conduct examinations to detect vision problems, eye diseases, and other abnormal conditions affecting vision.  | WOIS-8134<br>DOT-079.101-018<br>OES-32108                    | Declining<br>3% decline 2000–2008<br>21 openings/year<br>\$5,000–\$9,500/month           | GRAD, LIC                     | Preoptometry                              | No approved/ accredited training programs in Washington.              |
| <b>Pharmacists</b> interpret prescriptions, review patient profiles, and prepare, compound, and dispense medication prescribed by physicians and other authorized medical specialists. They dispense nonprescription medications to the public and provide information about medicines to consumers and health care providers. | WOIS-8124<br>DOT-074.161-010<br>OES-32517                    | Average<br>17% growth 2000–2008<br>184 openings/year<br>\$4,360–\$6,800                  | COL, GRAD, LIC                | Pharmacy                                  | U: 44–50  |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay   | Suggested Education/ Training | Suggested Program of Study                               | Preparation & Training Sites in Washington    |
|--|--|--|-------------------------------|--|---|
| <b>Pharmacy Technicians &amp; Assistants</b> help pharmacists by performing certain technical tasks and serving customers.   | WOIS-8181<br>DOT-074.381-010<br>OES-66026<br>OES-32518       | Average<br>17% growth 2000–2008<br>124 openings/year<br>\$1,390–\$2,480/month                        | OJT, HS, CC, TC, LIC          | Pharmacy Assistant/ Technician Training                  | CC: 5–6, 9, 13, 24, 26<br>TC: 333, 35<br>PCS: |
| <b>Physical Therapists</b> plan and administer medically prescribed therapy programs for the rehabilitation of people with muscle, bone, nerve, or joint injuries.   | WOIS-8127<br>DOT-076.121-014<br>OES-32308                    | Faster than average<br>36% growth 2000–2008<br>174 openings/year<br>\$2,860–\$5,600/month            | COL, GRAD, LIC                | Physical Therapy   | U: 42, 44–46<br>PU: 64                        |
| <b>Physician Assistants</b> provide patient services under the supervision and responsibility of a physician. They take patients' medical histories, order lab tests and x-rays, counsel patients, etc.  | WOIS-8121<br>DOT-079.364-018<br>OES-32511                    | Faster than average<br>29% growth 2000–2008<br>90 openings/year<br>\$2,800–\$5,000/month             | COL, LIC                      | Physician Assistant Training (medex)                     | U: 44–46                                      |
| <b>Physicians</b> diagnose and treat human diseases and injuries, as well as practice preventive medicine. Some combine medical practice with research or teaching in medical schools.   | WOIS-8112<br>DOT-070.101-022<br>OES-32102                    | Average<br>12% growth 2000–2008<br>312 openings/year<br>Earnings vary greatly (\$2,782–\$33,070/mo.) | GRAD, LIC                     | Medicine   | U: 44–46                                      |
| <b>Psychologists</b> study the capacities, interests, and behavior of people in order to understand and explain the way they act and respond. They may specialize in areas such as clinical, child, developmental, and analytical psychology.                                    | WOIS-8434<br>DOT-045.107-022<br>DOT-045.107-026<br>OES-27108 | Average<br>9% growth 2000–2008<br>75 openings/year<br>\$2,600–\$6,430/month                          | COL, GRAD, LIC                | Clinical Psychology, Experimental Psychology, Psychology | U: 36–51<br>PU: 52–53, 55–56, 58–67           |
| <b>Radiologic Technicians</b> use x-ray, ultrasound, or magnetic scanning equipment to aid in the diagnosis and treatment of patients with various health problems. Some do radiation therapy work by administering prescribed doses of radiation to affected areas of the body. | WOIS-8153<br>DOT-078.361-034<br>DOT-078.362-026<br>OES-*     | Average<br>18% growth 2000–2008<br>142 openings/year<br>\$1,900–\$4,070/month                        | VOC, CC, COL, LIC             | Radiologic Technology, Diagnostic Ultrasound             | CC: 1, 26, 28, 30<br>PU: 62<br>PCS:           |

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study                             | Preparation & Training Sites in Washington   |
|--|---|---|-------------------------------|--|--|
| <b>Registered Nurses</b> care for sick and injured people using procedures that require specialized skills. They are highly trained and are licensed by the state in which they work. Nurses may work in a variety of settings, including schools, hospitals, and public health facilities.                                  | WOIS-8162<br>DOT-075.364-010<br>OES-32502                                 | Average<br>13% growth 2000–2008<br>1,090 openings/year<br>\$1,900–\$5,490/month           | CC, COL,<br>GRAD, LIC         | Registered Nursing                                     | CC: 1–2, 5–6, 8–9, 11–12, 14–15, 19–22, 26, 30<br>U: 42, 44–46<br>PU: 55, 58–59, 62–62, 65, 67 |
| <b>Respiratory Therapists</b> work under the supervision of physicians with patients who have difficulty breathing because of lung or heart disorders. Cases may range from asthma, emphysema, bronchitis, or pneumonia to emergency care for heart failure, chest injuries, premature birth, or postsurgical complications. | WOIS-8165<br>DOT-076.361-014<br>OES-32302                                 | Faster than average<br>30% growth 2000–2008<br>69 openings/year<br>\$1,600–\$3,320/month  | CC, COL                       | Respiratory Therapy                                    | CC: 11, 18, 24, 26   |
| <b>Speech-Language Pathologists</b> evaluate and treat speech, language, voice, and fluency disorders. <b>Audiologists</b> evaluate and treat hearing disorders. These specialties are interrelated. To be competent in one, it is necessary to be familiar with both.   | WOIS-8128<br>DOT-076.107-010<br>DOT-076.101-010<br>OES-32314              | Faster than average<br>27% growth 2000–2008<br>85 openings/year<br>\$2,950–\$5,200/month  | COL,<br>GRAD                  | Speech Pathology & Audiology, Speech & Hearing Science | U: 42, 44–51   |
| <b>Surgical Technologists</b> work as part of a health care team to create a safe and sterile environment for patients before, during, and after surgery.  | WOIS-8182<br>DOT-079.374-022<br>OES-32928                                 | Average<br>16% growth 2000–2008<br>33 openings/year<br>\$1,990–\$2,700/month              | CC, TC, VOC                   | Surgical Technology                                    | CC: 18, 24<br>TC: 33, 35   |
| <b>Therapist Assistants</b> support occupational or physical therapists in therapy that helps patients regain, improve, or adjust to physical or mental capacities. Aides support therapists and assistant therapists.   | WOIS-8183<br>DOT-076.224-010<br>DOT-076.364-010<br>OES-66017<br>OES-66021 | Faster than average<br>44% growth 2000–2008<br>190 openings/year<br>\$1,165–\$3,040/month | OJT, VOC,<br>CC, LIC          | Occupational Therapy or Physical Therapy Assisting     | CC: 10, 25, 29–30<br>PCS:  |



| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                           | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington |
|--|--|--|-------------------------------|--|--|
| <b>Veterinarians</b> diagnose, treat, and control diseases and injuries of animals. They perform surgery and prescribe and administer medicine.                    | WOIS-8132<br>DOT-073.101-010<br>OES-32114              | Average<br>9% growth 2000–2008<br>66 openings/year<br>\$1,670–\$5,420/month  | COL,<br>GRAD,<br>LIC          | Veterinary<br>Medicine   | U: 47–50                                   |
| <b>Veterinary Technicians</b> assist veterinarians in the handling and health care of animals, including surgical assistance and both pre- and postoperative care. | WOIS-8131<br>DOT-079.361-014<br>OES-32951<br>OES-79806 | Average<br>12% growth 2000–2008<br>63 openings/year<br>\$1,210–\$2,600/month | HS, CC,<br>TC, LIC            | Veterinarian<br>Assistant<br>Training,<br>Veterinary<br>Technology | CC: 16–17,<br>30<br>TC: 32<br>PCS:         |

# Hospitality & Tourism

Instructional programs and occupations dealing with the provision of lodging, food, recreation, conventions, tourism, travel, and related planning and support services.

- Food Preparation & Services
- Lodging, Housekeeping & Janitorial
- Recreation, Gaming & Sports
- Travel & Tourism

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                             | Suggested Education/ Training  | Suggested Program of Study                         | Preparation & Training Sites in Washington                         |
|--|---|--|--------------------------------|--|--|
| <b>Bartenders</b> mix and serve alcoholic and nonalcoholic beverages following standard recipes or customers' requests. They work in bars, hotels, private clubs, and restaurants. | WOIS-7852<br>DOT-312.474-010<br>OES-65005 | Average<br>8% growth 2000–2008<br>612 openings/year<br>\$1,165–\$1,560/month   | OJT, VOC                       | Food & Beverage Service, Mixology & Bar Management | PCS:   |
| <b>Buspersons</b> clear tables and counters in eating places to prepare for the next customers.  | WOIS-7888<br>DOT-311.677-018<br>OES-65014 | Average<br>16% growth 2000–2008<br>451 openings/year<br>\$1,165–\$1,265/month  | OJT, LIC                       |  | No approved/ accredited training programs in Washington.           |
| <b>Casino Workers</b> conduct card games or games of chance for customers in gambling casinos.   | WOIS-9841<br>DOT-343.464-010              | Not surveyed<br>\$1,165/month+tips   | OJT                            | Casino Gaming                                      | No approved/ accredited training programs in Washington.           |
| <b>Chefs</b> prepare and cook food; usually in large quantities. They may specialize in a particular type of food and may be employed in hotels and specialty restaurants.         | WOIS-7824<br>DOT-313.131-014<br>OES-65026 | Average<br>20% growth 2000–2008<br>446 openings/year<br>\$1,165–\$4,583+/month | OJT, HS, VOC, CC, TC, COL, APP | Culinary Arts                                      | CC: 5, 7, 13–14, 16–18, 21–24<br>TC: 31–32, 34–35<br>U: 36<br>PCS: |
| <b>Dinner Cooks</b> prepare, season, and cook various soups, meats, vegetables, desserts, and other foods for the public.  | WOIS-7825<br>DOT-313.361-014<br>OES-*     | Average<br>17% growth 2000–2008<br>734 openings/year<br>\$1,165–\$2,270/month  | OJT, HS, VOC, CC, TC, APP, LIC | Culinary Arts                                      | CC: 5, 7, 13–14, 18, 21–24<br>TC: 31–32, 34–35<br>PCS:             |

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training   | Suggested Program of Study                      | Preparation & Training Sites in Washington                           |
|---|---|---|---------------------------------|---|--|
| <b>Food Preparation &amp; Service Workers</b> prepare food and beverages in restaurants, hotels, hospitals, and other establishments that serve food. Depending on the type of food service, they may make salads, coffee, or sandwiches; assemble food in the kitchen; help the cook; or supply a food counter. They may also unload supplies from delivery trucks and clean work areas and equipment. | WOIS-7848<br>DOT-317.687-010<br>DOT-318.687-010<br>DOT-317.664-010<br>OES-* | Average<br>19% growth 2000–2008<br>6,593 openings/year<br>\$1,165–\$1,990/month                       | OJT, CC,<br>TC, APP,<br>LIC     | Food &<br>Beverage<br>Service,<br>Culinary Arts | CC: 5, 7, 13–<br>14, 18, 21–24<br>TC: 31–32, 34–<br>35<br>PCS:       |
| <b>Fry Cooks</b> prepare food to order, such as hamburgers, eggs, and sandwiches in restaurants and cafes that emphasize fast service.  | WOIS-7826<br>DOT-313.374-010<br>DOT-313.374-014<br>OES-*                    | Average<br>24% growth 2000–2008<br>790 openings/year<br>\$1,165–\$1,610/month                         | OJT, HS,<br>VOC, CC,<br>TC, LIC | Culinary Arts                                   | CC: 5, 7, 13,<br>15, 18, 21–24<br>TC: 31–32, 34–<br>35<br>PCS:       |
| <b>Hotel &amp; Motel Desk Clerks</b> greet and register guests, reserve and assign rooms, issue keys, sort mail, and provide information about hotel services.  | WOIS-1458<br>DOT-238.367-038<br>OES-53808                                   | Average<br>8% growth 2000–2008<br>157 openings/year<br>\$1,165–\$1,579/month                          | HS, VOC,<br>CC, TC              | Hotel<br>Management                             | CC: 11, 21, 23–<br>24, 30<br>TC: 34                                  |
| <b>Hotel &amp; Motel Managers</b> direct and coordinate the operation of hotels, motels, lodging facilities, and restaurants, including housekeeping, food service, accounting, and guest room service.   | WOIS-1132<br>DOT-187.117-038<br>OES-15026                                   | Faster than average<br>27% growth 2000–2008<br>859 openings/year<br>\$1,165–\$5,000/month<br>+bonuses | HS, VOC,<br>CC, TC,<br>COL      | Hotel, Motel<br>Management                      | CC: 11, 13, 21,<br>23–24, 30<br>TC: 34<br>U: 47–50                   |
| <b>Restaurant Managers</b> are responsible for the general operation of restaurants. They coordinate the entire business operation for sanitary, efficient, and courteous service.  | WOIS-1131<br>DOT-187.167-106<br>OES-15026                                   | Average<br>27% growth 2000–2008<br>859 openings/year<br>\$1,165–\$5,389/month                         | OJT, HS,<br>CC, TC,<br>COL,     | Restaurant<br>Management                        | CC: 4–5, 7 13,<br>18, 21–24, 30<br>TC: 33<br>U: 47–50<br>PCS:        |
| <b>Room Cleaners</b> do the daily cleaning of rooms in hotels, motels, and health facilities.   | WOIS-3454<br>DOT-323.687-014<br>OES-*                                       | Slower than average<br>6% growth 2000–2008<br>\$1,165–\$1,800/month                                   | OJT                             |   | No approved/<br>accredited<br>training<br>programs in<br>Washington. |

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington                           |
|---|---|---|-------------------------------|----------------------------|--|
| <b>Ticket Agents</b> gather, compile, record, and verify passenger travel information to write airline, bus, ship, or train tickets. Some also assist passengers and check tickets at the entrance gate when passengers are boarding or departing.  | WOIS-1425<br>DOT-238.367-026<br>OES-53805 | Declining<br>2% decline 2000–2008<br>112 openings/year<br>\$1,165–\$2,960/month | VOC, CC,<br>TC                | Travel &<br>Tourism        | CC: 7, 11, 30<br>TC: 32–33   |
| <b>Tour Guides</b> escort groups of people and explain points of interest, usually following a special route.   | WOIS-8489<br>DOT-353.167-010<br>OES-68017 | Average<br>7% growth 2000–2008<br>15 openings/year<br>\$1,165–\$2,311/month     | LIC                           |                            | No approved/<br>accredited<br>training<br>programs in<br>Washington. |
| <b>Travel Agents</b> help people make plans for vacations and other trips by arranging transportation, lodging, and activities. Agents use travel manuals, four-package brochures, lodging, airlines, and other carrier-rate schedules to help clients obtain the most convenient and economical means of travel. They rely heavily on computers. An ability to communicate and a desire to work with people is essential. This job can be quite stressful during peak seasons. | WOIS-1424<br>DOT-252.152-010<br>OES-*     | Average<br>16% growth 2000–2008<br>228 openings/year<br>\$1,165–\$3,000/month   | OJT, HS,<br>VOC, CC           | Travel &<br>Tourism        | CC: 7, 11, 30<br>TC: 32–33<br>PCS:                                   |
| <b>Waiters &amp; Waitresses</b> take orders, serve food and beverages, total checks, and sometimes take payments. Duties vary with the type of service provided by the restaurant.  | WOIS-7854<br>DOT-311.477-030<br>OES-*     | Average<br>15% growth 2000–2008<br>3,206 openings/year<br>\$1,165/month+tips    | OJT, CC                       | Dining Room<br>Service     | CC: 13   |

# Human Services

Instructional programs and occupations dealing with promoting and providing individual, family, and community relations and wellness , including family and work issues, religious services, care for the elderly, and social work.

- Family & Consumer Sciences
- Religious Services
- Social Services

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study                                       | Preparation & Training Sites in Washington                        |
|--|--|---|-------------------------------|--|---|
| <b>Athletic Trainers</b> help athletes become and stay physically fit so they can compete in sports. Trainers work with coaches and physicians to prevent, evaluate, treat, and rehabilitate athletic injuries.  | WOIS-8158<br>DOT-153.224-010<br>OES-34058                    | Average<br>15% growth 2000–2008<br>\$1,500–\$8,000/month                                    | COL                           | Physical Education, Physical Therapy                             | U: 36–42, 44–46, 51<br>PU: 55, 59, 61, 64–65, 67                  |
| <b>Caseworkers</b> provide a multitude of services to help people solve their individual and family problems. Caseworkers specialize in such fields as child welfare, family services, medical, psychiatric and public assistance.   | WOIS-8418<br>DOT-195.107-010                                 | Not surveyed<br>\$1,165–\$3,540   | COL, GRAD                     | Social & Human Services, Corrections                             | U: 36–51<br>PU: 56, 59–60, 62, 65                                 |
| <b>Child Care Workers</b> supervise and care for children in preschool or day care programs. They are responsible for the care, safety, and conduct of the children in their charge.   | WOIS-8449<br>DOT-359.677-018<br>DOT-359.677-018<br>OES-68038 | Faster than average<br>26% growth 2000–2008<br>1,173 openings/year<br>\$1,165–\$2,440/month | OJT, HS, VOC, CC, TC          | Child Care Provider, Early Childhood Education Para-professional | CC: 1, 4–6, 8, 10–18, 20–22, 25, 27–30<br>TC: 31, 33–35<br>PU: 56 |
| <b>Clergy</b> conduct religious services and perform duties related to beliefs and practices of their faith. An ability to speak and write effectively and organize and supervise others is needed. Religious work can be very stressful. Most clergy are on call 24 hours a day, visit the sick in hospitals, counsel their members, and perform marriage and funeral ceremonies. | WOIS-8436<br>DOT-120.107-010<br>OES-*                        | Average<br>16% growth 2000–2008<br>153 openings/year<br>\$1,500–\$3,510/month               | OJT, COL, GRAD                | Religion & Theology, Ministry                                    | PU: 55, 58, 62–65   |

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington   |
|--|---|---|-------------------------------|--|--|
| <b>Domestic Service Workers</b> assume household responsibilities such as cleaning, cooking, laundering, and child care for individuals.   | WOIS-3456<br>DOT-301.474-010<br>DOT-301.137-010<br>DOT-301.687-014<br>OES-* | Slower than average<br>2% growth 2000–2008<br>568 openings/year<br>\$1,165–\$1,400/month  |                               |  | No approved/ accredited training programs in Washington.                           |
| <b>Fitness Instructors</b> demonstrate exercises and use of equipment to help patrons control weight and achieve physical fitness.   | WOIS-8642<br>DOT-359.567-010<br>DOT-153.227-014                             | Not surveyed<br>\$1,300–\$3,060/month   | OJT, HS, CC, TC, COL          | Health/Fitness Technology  | CC: 9, 25<br>TC: 34–35<br>PU: 55, 59   |
| <b>Fund-Raising Administrators</b> plan, manage, and carry out programs to raise money for charities, institutions, and various nonprofit organizations.   | WOIS-1197<br>DOT-165.117-010<br>DOT-165.117-014                             | Not surveyed<br>\$2,080–\$7,698/month   | COL                           | Business Administration, Marketing, Public Relations, Communications, Speech Communication | U: 36–51<br>PU: 52–56, 58–65, 67   |
| <b>Funeral Directors &amp; Embalmers</b> arrange and conduct funeral and burial services and prepare and arrange bodies for burial.  | WOIS-8632<br>DOT-338.371-014<br>DOT-187.167-030<br>OES-*                    | Declining<br>1% decline 2000–2008<br>15 openings/year<br>\$1,165–\$4,567/month            | LIC, CC, APP                  | Funeral Service Education  | A regional program is offered at Mt. Hood Community College near Portland, Oregon. |
| <b>Interpreters &amp; Translators</b> convert words from one language to another. Interpreters translate spoken language. Translators work with written material.  | WOIS-2184<br>DOT-137.267-010<br>DOT-137.267-018                             | Not surveyed<br>Earnings vary greatly   | CC, COL, APP, GRAD            | Foreign Language   | CC: 1<br>U: 36–51<br>PU: 55–56, 59, 61–67  |
| <b>Janitors</b> keep rooms, halls, offices, lobbies, and lounges clean and attractive and provide necessary supplies to the occupants.   | WOIS-3455<br>DOT-382.664-010<br>OES-*                                       | Average<br>11% growth 2000–2008<br>1,351 openings/year<br>\$1,165–\$2,500/month           | OJT, CC, TC                   | Custodial Services, Building Maintenance Technology  | CC: 22–23<br>TC: 31<br>PCS:  |
| <b>Mental Health Counselors</b> help individuals, couples, and families to deal with emotional and interpersonal problems. Hypnotherapists use hypnosis to change behavior patterns or increase motivation in clients. | WOIS-8411<br>DOT-045.107–050<br>DOT-045.107-054<br>OES-27302                | Faster than average<br>29% growth 2000–2008<br>413 openings/year<br>\$1,900–\$4,250/month | COL, GRAD, LIC                | Clinical Psychology, Sociology   | U: 36–51<br>PU: 52–53, 55–56, 58–67  |

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study  | Preparation & Training Sites in Washington                                 |
|---|---|---|-------------------------------|---|--|
| <b>Parole &amp; Probation Officers</b><br>work with legal offenders to help them readjust to society.   | WOIS-8422<br>DOT-195.107-046              | Not surveyed<br>\$1,500–\$3,300/month   | COL,<br>GRAD                  | Criminal Science, Sociology   | U: 36–51<br>PU: 53, 55–56, 59–67   |
| <b>Professional Athletes</b><br>participate in competitive athletic events to earn their living. They may compete in soccer, volleyball, boxing, bowling, auto racing, hockey, football, baseball, basketball, golf, tennis, and sailing. | WOIS-9878<br>DOT-153.341-010<br>OES-34058 | Average<br>15% growth 2000–2008<br>98 openings/year<br>Earnings vary greatly              |                               |   | No approved/ accredited training programs in Washington.                   |
| <b>Recreation Attendants</b><br>schedule use of recreation facilities, such as golf courses, racquet courts, and softball diamonds and provide services to those who use the facilities.  | WOIS-8487<br>DOT-195.367-030<br>OES-*     | Average<br>19% growth 2000–2008<br>867 openings/year<br>\$1,165–\$2,379/month             | OJT, HS, CC                   | Recreation  | CC: 1, 24  |
| <b>Recreation Leaders</b> plan, organize, and direct leisure activities for the public or individuals with specific needs. Activities may include arts and crafts, athletics, and dancing.  | WOIS-8486<br>DOT-195.227-014<br>OES-*     | Faster than average<br>28% growth 2000–2008<br>758 openings/year<br>\$1,690–\$3,320       | OJT, CC, COL                  | Physical Education<br>Recreation & Park Management, Recreation Technology | CC: 1, 24, 44, 51<br>PU: 55, 59, 61, 64–65, 67                             |
| <b>Residential Counselors</b><br>supervise, guide, and provide instruction in daily living skills to residents in institutional settings.   | WOIS-8423<br>DOT-187.167-186<br>OES-27307 | Faster than average<br>29% growth 2000–2008<br>292 openings/year<br>\$1,165–\$2,540/month | TC, CC                        | Social Science, Social & Human Services                                   | CC: 6–7, 18, 20, 25, 26, 29<br>TC: 33<br>U: 36–51<br>PU: 56, 59–60, 62, 65 |
| <b>Sign Language Interpreters</b><br>link the words of the hearing and the nonhearing by interpreting spoken sign language communication.   | WOIS-8446<br>DOT-137.267-014              | Not surveyed<br>\$1,390–\$3,470/month   | OJT, CC                       | Sign Language Interpreter   | CC: 18, 22, 25   |
| <b>Social Program Planners</b><br>analyze community needs and design programs to lessen social problems. This occupation includes research, program evaluation, and policy and program planning.  | WOIS-2164<br>DOT-188.167-010              | Not surveyed<br>\$1,500–\$5,070/month   | COL,<br>GRAD                  | Social Science, Social & Human Services                                   | U: 36–51<br>PU: 56, 59–60, 62, 65  |



| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study              | Preparation & Training Sites in Washington                        |
|--|---|---|-------------------------------|---|---|
| <b>Social Service Aides</b><br>provide much of the leg work necessary to implement social service, employment and training, and community health programs.                           | WOIS-8428<br>DOT-195.367-034<br>OES-*     | Faster than average<br>47% growth 2000–2008<br>642 openings/year<br>\$1,165–\$2,310/month | OJT, CC                       | Social Science                          | CC: 6–7, 9, 16–18, 20–21, 25–26                                   |
| <b>Social Services Specialists</b><br>provide professional assistance in program implementation to help people overcome financial, personal, employment, health, or family problems. | WOIS-8424<br>DOT-195.167-010<br>OES-27305 | Faster than average<br>23% growth 2000–2008<br>\$1,800–\$3,410/month                      | CC, COL, GRAD, LIC            | Social Science, Social & Human Services | CC: 6–7, 18, 20–21, 25–26<br>U: 36–51<br>PU: 56–57, 59–60, 62, 65 |

# Information Technology

Instructional programs and occupations dealing with the design, programming, development, management, maintenance, and operation of computer, information, communication, and technology networks, including related hardware and software.

- Business Information Systems
- Computer Systems Analysis & Engineering Services
- Hardware Support Services
- Programming & Software Development

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training   | Suggested Program of Study   | Preparation & Training Sites in Washington  |
|---|--|---|---------------------------------|--|---|
| <b>Computer Operators</b> monitor and operate computer consoles and peripheral equipment such as printers and disk drives. They assist other computer specialists in testing computer programs.   | WOIS-2356<br>DOT-213.362-010<br>OES-*                        | Declining<br>25% decline 2000–2008<br>68 openings/year<br>\$1,213–\$3,250/month           | OJT, HS,<br>VOC,<br>CC, TC      | Computer Support Specialist  | CC: 1, 5, 7–8, 10–11, 13, 15–17, 20, 22, 25–27, 30<br>TC: 32–34<br>PCS:                               |
| <b>Computer Programmers</b> write step-by-step instructions for computers. These instructions or programs tell the computer exactly what it must do to solve a problem or perform a job. Programmers may work long hours alone or in teams on big projects. | WOIS-2354<br>DOT-030.162-010<br>OES-*                        | Slower than average<br>2% growth 2000–2008<br>449 openings/year<br>\$1,900–\$7,013/month  | OJT, HS,<br>VOC,<br>CC, TC, COL | Computer Science, Computer Programming                               | CC: 1–2, 4, 6–8, 10–14, 16–18, 20, 26, 28–30<br>TC: 31–35<br>U: 36–51<br>PU: 53–56, 59–65, 67<br>PCS: |
| <b>Computer Service Technicians</b> install, maintain, and repair computers and computer-related machines such as magnetic tape readers, printers, and keypunch machines.   | WOIS-3165<br>DOT-828.261-022<br>OES-*                        | Faster than average<br>32% growth 2000–2008<br>86 openings/year<br>\$1,220–\$4,006/month  | OJT, HS,<br>CC, TC              | Computer Service Technology  | CC: 4–5, 7, 9–11, 13, 15, 18, 22, 24, 26–27<br>TC: 31–33, 35  |
| <b>Database Designers &amp; Administrators</b> design, code, and maintain computer databases.   | WOIS-2364<br>DOT-039.162-010<br>DOT-039.162-014<br>OES-25103 | Faster than average<br>53% growth 2000–2008<br>\$2,400–\$6,020/month<br>112 openings/year | CC, COL,<br>GRAD                | Database Administration, Computer Science, Business Computer Science | CC: 5, 8, 10, 12, 16–17, 21–22, 25, 30<br>U: 36–51<br>PU: 53, 56, 59–67                               |
| <b>Information Systems Managers</b> direct the operations of electronic information systems for business and government.  | WOIS-1172<br>DOT-169.167-082<br>DOT-169.167-030              | Not surveyed<br>\$3,670–\$7,500/month   | COL,<br>GRAD                    | Information Science, Business Administration                         | U: 42, 44–51<br>PU: 52–53, 61–62, 65  |

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study                | Preparation & Training Sites in Washington  |
|--|---|---|-------------------------------|---|---|
| <b>Microcomputer Support Specialists</b> help computer system users get the most benefit from their equipment by providing technical support and training.   | WOIS-2358<br>DOT-039.264-010<br>OES-25104 | Faster than average<br>52% growth 2000–2008<br>345 openings/year<br>\$1,500–\$3,670/month   | CC, TC                        | Computer Support Specialist               | CC: 1, 3, 5, 7–17, 20, 22, 24–28, 30<br>TC: 32, 34<br>PCS:                          |
| <b>Network Administrators</b> set up, operate, and maintain computer networks.   | WOIS-2362<br>DOT-031.262-014              | Not surveyed<br>\$1,730–\$4,640/month   | CC, COL                       | Computer Network Technology               | CC: 1, 4–5, 9–17, 29–24, 26, 28<br>TC: 31–32<br>PU: 53<br>PCS:                      |
| <b>Systems Analysts</b> examine business procedures or problems and develop approaches or solutions that can be achieved with computers. Analysts give their solutions to programmers for translating into coded instructions for computers. | WOIS-2353<br>DOT-030.167-014<br>OES-25102 | Faster than average<br>52% growth 2000–2008<br>1,285 openings/year<br>\$2,080–\$4,784/month | COL, GRAD                     | Computer Science                          | U: 36–51<br>PU: 53–56, 59–65, 67<br>PCS:  |
| <b>Web Specialists</b> design, operate, and maintain websites on the internet and private networks called intranets.   | WOIS-2361<br>OES-25199                    | Faster than average<br>120% growth 2000–2008<br>572 openings/year<br>\$3,040–\$4,950/month  | CC, TC, COL                   | Web/Internet Technology, Computer Science | CC: 1, 3, 5, 7, 10, 13, 20, 23–25<br>TC: 32–33<br>U: 36–51<br>PU: 55, 56, 59–65, 67 |

# Law & Public Safety

Instructional programs and occupations dealing with police work, the law and legal services, the judicial (court) system, the study and detention of criminals, and fire protection.

- Criminal Justice & Corrections
- Fire Protection
- Law & Legal Services

| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training    | Suggested Program of Study                                  | Preparation & Training Sites in Washington  |
|--|---|---|----------------------------------|---|---|
| <b>Correctional Officers</b> monitor inmates in prisons and jails by observing them and enforcing rules. They inspect surroundings to ensure security and safety of prisoners.           | WOIS-9419<br>DOT-372.667-018<br>OES-63017                                   | Faster than average<br>35% growth 2000–2008<br>299 openings/year<br>\$1,750–\$3,200/month | OJT, HS,<br>VOC,<br>CC, COL      | Corrections,<br>Law<br>Enforcement &<br>Criminal<br>Justice | CC: 1, 4–6, 8–10, 12, 14–17, 20–22, 24, 26–27, 29–30<br>U: 36–42, 47–50<br>PU: 55–56, 62–63<br>PCS: |
| <b>Fire Fighters</b> control and put out fires, protect life and property, and maintain equipment. They may work as volunteers or employees of cities, townships, or industrial plants.  | WOIS-9426<br>DOT-373.364-010<br>OES-*                                       | Average<br>12% growth 2000–2008<br>388 openings/year<br>\$2,780–\$4,370/month             | OJT, HS,<br>CC, TC, APP          | Fire Science,<br>Fire Command<br>Administration             | CC: 1, 6–7, 12, 14–17, 21–22, 24, 27–28, 38<br>TC: 31   |
| <b>Law Enforcement Officers</b> are responsible for law enforcement, protecting lives and property, and maintaining public order.  | WOIS-9414<br>DOT-375.263-014<br>DOT-375.263-018<br>DOT-375.267-014<br>OES-* | Average<br>18% growth 2000–2008<br>623 openings/year<br>\$2,040–\$4,600/month             | OJT, HS,<br>VOC, CC,<br>COL, LIC | Law<br>Enforcement &<br>Criminal<br>Justice                 | CC: 1, 4–6, 8–12, 14–17, 20–21, 24, 26–27, 29–30<br>U: 36–42, 47–50<br>PU: 55, 60, 62–63<br>PCS:    |
| <b>Lawyers</b> research and interpret law to advise clients in legal matters concerning their rights and responsibilities. They handle settlement of legal problems in and out of court. | WOIS-8432<br>DOT-110.107-010<br>OES-*                                       | Average<br>15% growth 2000–2008<br>520 openings/year<br>\$2,259–\$8,902/month             | GRAD,<br>LIC                     | Law   | U: 44–46<br>PU: 55, 62–63   |
| <b>Legal Secretaries</b> perform a variety of clerical duties in the preparation of legal papers and correspondence.   | WOIS-1444<br>DOT-201.362-010<br>OES-55102                                   | Average<br>11% growth 2000–2008<br>132 openings/year<br>\$1,500–\$3,390/month             | OJT, HS,<br>CC, TC,<br>APP       | Legal Secretary<br>Program                                  | CC: 4–14, 16–17, 22, 24, 27–30<br>TC: 31–35<br>PCS:   |

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                               | Preparation & Training Sites in Washington                         |
|--|---|--|-------------------------------|--|--|
| <b>Paralegals</b> apply knowledge of law and legal procedures to assist lawyers, clients, and courts. They are also called paralegal assistants, legal investigators, or legal aides.  | WOIS-8433<br>DOT-119.267-026<br>OES-*     | Faster than average<br>34% growth 2000–2008<br>88 openings/year<br>\$1,600–\$3,640/month | HS, VOC,<br>CC, COL           | Paralegal Technology                                     | CC: 5–7, 11,<br>16–17, 21–22,<br>24, 29<br>U: 36<br>PU: 53<br>PCS: |
| <b>Security Guards</b> protect property against fire, theft, vandalism, and illegal entry. They guard buildings and grounds, merchandise, and other valuable property.   | WOIS-9476<br>DOT-372.667-034<br>OES-*     | Average<br>16% growth 2000–2008<br>961 openings/year<br>\$1,165–\$2,250/month            | OJT, VOC,<br>CC, LIC          | Security Training,<br>Criminal Justice & Law Enforcement | CC: 1, 4–5, 8–12,<br>14–17, 21–21, 24,<br>26–28, 30<br>PCS:        |
| <b>Shorthand Reporters</b> record and preserve official legal testimony using manual or machine shorthand. A growing number use computer-aided transcription in which a computer directly translates the shorthand notes into English. | WOIS-1415<br>DOT-202.362-010<br>OES-55302 | Average<br>7% growth 2000–2008<br>53 openings/year<br>\$1,924–\$4,000/month              | VOC, CC,<br>TC, LIC           | Court Reporter   | CC: 10<br>TC: 31<br>PCS:   |
| <b>Store Detectives</b> protect the property of business establishments by detecting thievery, shoplifting, or dishonesty among patrons or employees.  | WOIS-9477<br>DOT-376.367-014<br>OES-63035 | Average<br>18% growth 2000–2008<br>24 openings/year<br>\$1,165–\$2,591/month             | OJT, APP,<br>LIC              | Criminal Justice & Law Enforcement                       | CC: 1, 4–6, 8–12,<br>14–17, 20–21,<br>24–25, 27, 29–30             |

# Manufacturing

Instructional programs and occupations dealing with the process of creating intermediate and finished products beginning with raw materials; includes managing, planning, and performing the production of various items by operating machinery, as well as industrial support activities such as production planning and control and maintenance.

- Industrial Management
- Industrial Technology & Maintenance
- Precision Metal & Machining
- Production Operations

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study                     | Preparation & Training Sites in Washington               |
|---|---|---|-------------------------------|--|--|
| <b>Bakers</b> mix dough following recipes and bake breads, pastries, and other bakery goods.  | WOIS-4324<br>DOT-562.381-010<br>OES-*   | Average<br>20% growth 2000–2008<br>\$1,165–\$3,010/month                                | OJT, HS, VOC, CC, TC, APP     | Food Service, Culinary Arts, Commercial Baking | CC: 5, 18, 23–24<br>TC: 32, 34–35                        |
| <b>Beverage Workers</b> tend machines or work on production lines filling, washing, capping, or packaging bottles and/or canned beverages.  | WOIS-4347<br>DOT-529.685-026<br>DOT-920.685-026<br>OES-*                        | Slower than average<br>6% growth 2000–2008<br>12 openings/year<br>\$1,165–\$2,610/month | OJT                           |  | No approved/ accredited training programs in Washington. |
| <b>Blacksmiths &amp; Forge Shop Workers</b> make metal exceptionally strong objects by heating and shaping metals. This technique (called forging) is used to make tool and machine parts. All use a special furnace known as a forge. <b>Farriers</b> (or horse-shoers) use small forges, hand tools, and anvils. Modern forge shops use heavy power equipment and precision die blocks to work more rapidly and accurately. | WOIS-5488<br>DOT-418.381-010<br>DOT-610.381-010<br>DOT-611.482-010<br>OES-91317 | Slower than average<br>3% growth 2000–2008<br>6 openings/year<br>\$2,260–\$5,830/month  | OJT, CC, APP                  | Blacksmith, Farrier                            | CC: 27   |
| <b>Boat Builders</b> build pleasure boats or other water craft. Some use fiberglass materials and/or metal, including aluminum and steel. Others specialize in building wooden boats, using tools and techniques similar to those used in carpentry.  | WOIS-5956<br>DOT-860.361-010  | Not Surveyed<br>\$1,165–\$3,470/month   | OJT, VOC, CC, TC, APP         | Marine Carpentry, Boat Building                | CC: 18<br>TC: 31<br>PCS:                                 |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study         | Preparation & Training Sites in Washington  |
|---|--|---|-------------------------------|------------------------------------|---|
| <b>Boilermakers</b> build, assemble, install, test, and repair metal structures such as boilers, tanks, furnaces, antipollution systems, and pressure vessels.  | WOIS-5483<br>DOT-805.261-014<br>OES-89135                | Declining<br>5% decline 2000–2008<br>7 openings/year<br>\$1,566–\$4,000/month           | APP, LIC                      | Welding                            | Training is available through apprenticeship programs.                              |
| <b>Bookbinders &amp; Bindery Workers</b> assemble, bind, and cover products such as books, magazines, and business forms.   | WOIS-4774<br>DOT-977.381-010<br>DOT-653.685-010<br>OES-* | Average<br>14% growth 2000–2008<br>34 openings/year<br>\$1,165–\$3,830/month            | OJT, CC, TC, APP              | Graphic Arts, Printing             | CC: 5, 11, 18, 20–21, 25, 27<br>TC: 33  |
| <b>Cabinetmakers</b> build, install, and repair cabinets, shelving, and fixtures for homes and businesses.  | WOIS-4586<br>DOT-660.280-010<br>OES-*                    | Slower than average<br>5% growth 2000–2008<br>70 openings/year<br>\$1,210–\$3,110/month | OJT, HS, CC, TC, APP          | Carpentry, Cabinetmaking           | CC: 9, 15, 18<br>TC: 31, 33   |
| <b>Cannery &amp; Food Processing Workers</b> sort and prepare fruit, vegetables, meat, seafood, and dairy products for canning, freezing, or shipment. The type of food varies geographically. Vegetables are processed around Walla Walla and Waitsburg, fruits in the Yakima Valley, and seafood in the Grays Harbor-Willapa Bay and Puget Sound areas. | WOIS-4348<br>DOT-529.686-014<br>DOT-920.687-134<br>OES-* | Average<br>12% growth 2000–2008<br>835 openings/year<br>\$1,165–\$2,630/month           | OJT                           |                                    | No approved/ accredited training programs in Washington.                            |
| <b>Electronics Assemblers</b> wire and assemble electronic part such as capacitors and transistors, into electrical products.   | WOIS-5686<br>DOT-726.684-018<br>OES-*                    | Average<br>17% growth 2000–2008<br>405 openings/year<br>\$1,165–\$2,432/month           | OJT, HS, VOC, CC, TC          | Electronics Technology             | CC: 4–6, 10, 12–13, 15, 21–22<br>TC: 31–33, 35<br>PCS:                              |
| <b>Expeditors</b> ensure product delivery by a deadline. They must know product schedules, inventory, work loads, and material availability. They compile reports for production workers, confer with department supervisors to determine status of overdue material, and determine priority for orders.  | WOIS-1185<br>DOT-221.367-042<br>OES-58008                | Declining<br>4% decline 2000–2008<br>89 openings/year<br>\$1,200–\$4,408/month          | OJT, CC, TC, COL              | Business Administration            | CC: 1, 3, 5–11, 13–17, 20, 22, 24–27, 29–30<br>U: 36–51<br>PU: 53, 55–56, 58–65, 67 |
| <b>Fashion Designers</b> create original designs for clothing and accessories.  | WOIS-4442<br>DOT-142.061-018<br>OES-*                    | Not surveyed<br>\$1,165–\$4,167+/month  | CC, TC, COL                   | Apparel Design, Clothing/ Textiles | CC: 18<br>TC: 31<br>U: 36–41, 44–50<br>PU: 61                                       |



| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study           | Preparation & Training Sites in Washington                |
|--|--|---|-------------------------------|--------------------------------------|---|
| <b>Foundry Production Workers</b> produce finished metal parts, known as castings, from patterns and molds.  | WOIS-5426<br>DOT-519.687-022<br>OES-*                    | Average<br>13% growth 2000–2008<br>19 openings/year<br>\$1,165–\$3,300/month                | OJT, APP                      | Machine Shop                         | Training is available through apprenticeship programs.    |
| <b>Machine Tool Operators</b> use one or more machine shop power tools that shape metal or plastic to precise dimensions. Some operate computer-controlled machines that use programmed instructions to shape the pieces being made. | WOIS-5472<br>DOT-601.280-054<br>OES-*                    | Average<br>6% growth 2000–2008<br>408 openings/year<br>\$1,165–\$3,310/month                | OJT, HS, CC, TC, APP          | Machine Technology                   | CC: 5–6, 9–10, 12, 20, 23–24, 27<br>TC: 31–35<br>PCS:     |
| <b>Machinists</b> set up, operate, and service machine tools. Machine tools are large, power-driven machines that drill, shear, grind, or shape metal.   | WOIS-5464<br>DOT-600.280-022<br>OES-89108                | Slower than average<br>4% growth 2000–2008<br>238 openings/year<br>\$1,220–\$3,800/month    | OJT, HS, CC, TC, APP          | Machinist or Machine Tool Technology | CC: 5–6, 9–10, 12, 20, 23–24, 27<br>TC: 31–35<br>PCS: 225 |
| <b>Meat Cutters</b> prepare meat, fish, and poultry for whole-sale and retail trade. Some meat cutters perform specialized work in meat packing plants.  | WOIS-4326<br>DOT-316.681-010<br>OES-*                    | Average<br>9% growth 2000–2008<br>258 openings/year<br>\$1,260–\$3,000/month                | OJT, HS, APP                  | Meat Cutting                         | Training is available through apprenticeship programs.    |
| <b>Metal Working Pattern Makers</b> build patterns to make molds in which metal castings are formed.   | WOIS-5422<br>DOT-600.280-050<br>OES-*                    | Declining<br>1% decline 2000–2008<br>11 openings/year<br>\$1,165–\$3,780/month              | OJT, APP                      |                                      | Training is available through apprenticeship programs.    |
| <b>Millwrights</b> install machinery and equipment in an industrial establishment according to layout plans, blueprints, and other drawings.   | WOIS-3142<br>DOT-638.281-018<br>OES-*                    | Average<br>8% growth 2000–2008<br>510 openings/year<br>\$1,910–\$4,020/month                | OJT, HS, APP                  | Millwright                           | Training is available through apprenticeship programs.    |
| <b>Molders</b> make nonpermanent molds for the casting of metals. Jobs vary because of different molding processes used, such as sand, plaster, shell, and wax molding.  | WOIS-5424<br>DOT-518.361-010<br>OES-*                    | Average<br>10% growth 2000–2008<br>19 openings/year<br>\$1,165–\$2,550/month                | VOC, APP                      |                                      | Training is available through apprenticeship programs.    |
| <b>Packers &amp; Wrappers</b> package various products by hand or by machine to be shipped or marketed.  | WOIS-7126<br>DOT-920.587-018<br>DOT-920.685-078<br>OES-* | Faster than average<br>22% growth 2000–2008<br>1,530 openings/year<br>\$1,165–\$2,730/month | OJT                           |                                      | No approved/ accredited training programs in Washington.  |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                                       | Preparation & Training Sites in Washington               |
|---|--|--|-------------------------------|--|--|
| <b>Production Assemblers</b> assemble manufactured products such as automobiles, appliances, electronic products, and machines and their related parts. They may be responsible for one job or a variety of operations.     | WOIS-5966<br>DOT-706.687-010<br>OES-*                        | Average<br>11% growth 2000–2008<br>1,175 openings/year<br>\$1,165–\$2,260/month          | OJT, HS                       |  | No accredited training programs available in Washington. |
| <b>Production Painters &amp; Finishers</b> apply paint, varnish, and other finishes to machines and other manufactured products using spray guns, brushes, and other painting equipment.                                    | WOIS-5926<br>DOT-740.684-022<br>DOT-741.684-026<br>OES-*     | Average<br>14% growth 2000–2008<br>205 openings/year<br>\$1,165–\$3,140/month            | OJT, APP                      |  | Training is available through apprenticeship programs.   |
| <b>Production Superintendents</b> ensure their company's products or services are made efficiently and produced on time.  | WOIS-1154<br>DOT-183.117-014<br>OES-15014<br>OES-81008       | Slower than average<br>5% growth 2000–2008<br>462 openings/year<br>\$1,750–\$6,692/month | COL,<br>GRAD,<br>APP          | Supervision, Industrial Technology                               | U: 36–51<br>PU: 55, 61, 67                               |
| <b>Pulp &amp; Paper Workers</b> tend machines that produce pulp, newsprint, fine papers, tissue, paperboard containers, and boxes.  | WOIS-4574<br>DOT-539.685-030<br>DOT-534.662-010<br>OES-92914 | Declining<br>8% decline 2000–2008<br>32 openings/year<br>\$1,390–\$4,290/month           | OJT, CC                       | Pulp & Paper Technology  | CC: 12<br>U: 44–46                                       |
| <b>Quality Control Inspectors</b> examine products at various stages of development to ensure that standards are met and maintained.  | WOIS-2672<br>DOT-012.261-014<br>OES-*                        | Declining<br>3% decline 2000–2008<br>224 openings/year<br>\$1,165–\$4,290/month          | OJT, HS,<br>CC, TC,<br>APP    | Quality Control Technology, Food Service, Nondestructive Testing | CC: 16–17<br>U: 47–50                                    |
| <b>Rubber &amp; Plastics Fabricators</b> operate machines that cut out rubber and plastic items according to certain designs or templates. Examples of items produced are beach balls, rubber mats, plastic bags, and pads. | WOIS-5924<br>DOT-559.685-158<br>DOT-754.684-042<br>OES-*     | Average<br>11% growth 2000–2008<br>\$1,165–\$2,880/month<br>366 openings/year            | OJT, HS,<br>CC                | Plastics Technology  | CC: 11   |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study           | Preparation & Training Sites in Washington               |
|---|--|---|-------------------------------|--------------------------------------|--|
| <b>Sawmill &amp; Plywood Laborers Green Chain Offbearers</b> pull lumber or veneer from a moving conveyor onto piles or carts. <b>Veneer Drier Feeders</b> lift sheets of veneer onto a conveyor that takes it through the drier. <b>Chippers and Hog Tenders</b> tend machines that reduce waste to wood chips.  | OIS-4554<br>DOT-667.687-018<br>OES-*                     | No growth<br>137 openings/year<br>\$1,560–\$3,190/month                                 | OJT                           |                                      | No approved/ accredited training programs in Washington. |
| <b>Sewing Machine Operators</b> operate single or multiple needle sewing machines or ultrasonic seaming machines to join, reinforce, or decorate products such as garments, upholstery, canvas goods, or textiles.  | WOIS-4448<br>DOT-787.682-046<br>OES-*                    | Declining<br>5% decline 2000–2008<br>92 openings/year<br>\$1,165–\$2,040/month          | OJT, TC, CC, APP              | Power Sewing, Apparel Construction   | CC: 18<br>TC: 31   |
| <b>Textile Machine Operators</b> tend machines that run cloth and yarn through chemical and physical treatments to prepare the material for manufacturing or marketing.   | WOIS-4424<br>DOT-582.686-030<br>OES-*                    | Declining<br>11% decline 2000–2008<br>10 openings/year<br>\$1,165–\$2,250/month         | OJT, HS<br>CC, TC             |                                      | No approved/ accredited training programs in Washington. |
| <b>Tool-and-Die-Makers</b> make or repair tools, dies, and special guiding devices used to build machines that mass-produce products ranging from furniture to airplane parts.  | WOIS-5462<br>DOT-601.260-010<br>OES-89102                | Slower than average<br>2% growth 2000–2008<br>16 openings/year<br>\$1,570–\$4,250/month | OJT, HS, CC, TC, APP          | Machinist or Machine Tool Technology | CC: 5–6, 9–10, 12, 20, 23–24, 27<br>TC: 31–35<br>PCS:    |
| <b>Welders</b> permanently bond together metal parts using heat and/or pressure. They weld broken parts to manufactured or repaired products. Most welders are required to read blueprints and shop drawings, do layout and fabrication, and are usually required to have some mechanical skills and ability to use tools such as grinders, shears, drills, cutting torches, radiograph torches, jigs, and fixtures. They may be required to use different welding processes such as shielded arc, MIG, or TIG. | WOIS-5492<br>DOT-811.684-014<br>DOT-819.384-010<br>OES-* | Average<br>12% growth 2000–2008<br>376 openings/year<br>\$1,390–\$3,470/month           | OJT, HS, CC, TC, APP, LIC     | Welding                              | CC: 2, 4–6, 8–10, 12, 14–115, 21, 24, 27–28<br>TC: 31–35 |

| Occupational Description  | Codes                                 | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study       | Preparation & Training Sites in Washington |
|---|---------------------------------------|---|-------------------------------|----------------------------------|--|
| <b>Woodworking Machine Operators</b> work from blueprints to set up and operate a variety of woodworking machines to surface, cut, shape, and join parts of wood products according to specifications. Depending on the size of the factory, they may specialize in only one machine such as a router, machine sander, lathe, or, boring machine. | WOIS-4582<br>DOT-669.380-014<br>OES-* | Slower than average<br>2% growth 2000–2008<br>81 openings/year<br>\$1,165–\$2,350/month | OJT, HS,<br>CC, TC,<br>APP    | Carpentry &<br>Cabinet<br>Making | CC: 9, 15, 18<br>TC: 31, 33                |

## Retail/Wholesale Sales & Services

Instructional programs and occupations dealing with marketing, advertising, or otherwise promoting and selling merchandise; includes managing retail establishments, making merchandise-specific repair, and providing personal services (e.g., cosmetics, hairstyling, funeral services) to consumers.

- Fashion Merchandising & Design
- Marketing & Public Relations
- Personal Services
- Precision Repair

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                            | Suggested Education/ Training | Suggested Program of Study  | Preparation & Training Sites in Washington  |
|--|---|---|-------------------------------|---|---|
| <b>Apartment House Managers</b> live in apartment complexes and assist building owners by giving information to residents and prospective residents and by keeping the property neat and in good repair.         | WOIS-1133<br>DOT-187.167-018<br>OES-15011 | Average<br>15% growth 2000–2008<br>202 openings/year<br>\$1,165–\$1,733/month | CC, COL,<br>APP, OJT          | Business,<br>Administration   | CC: 1, 3, 5–11,<br>13–17, 20, 22,<br>24–27, 29–30<br>U: 36–51<br>PU: 53, 55–56,<br>58<br>PCS: |
| <b>Appliance Repairers</b> install, service, and repair gas and electrical appliances such as refrigerators, dishwashers, ranges, washing machines, and hot water heaters.                                       | WOIS-3169<br>DOT-723.584-010<br>OES-*     | Average<br>17% growth 2000–2008<br>66 openings/year<br>\$1,390–\$2,670/month  | OJT, HS,<br>TC, APP           | Appliance<br>Repair   | TC: 31–32, 35   |
| <b>Appraisers</b> evaluate items such as land, homes, commercial and industrial properties, art objects, or machinery to determine value for purchase, tax, investment, insurance, loan, or litigation purposes. | WOIS-1634<br>DOT-191.287-010<br>OES-*     | Average<br>10% growth 2000–2008<br>\$1,200–\$5,190/month                      | OJT, CC,<br>TC, COL,<br>LIC   | Business<br>Administra-<br>tion,<br>Real Estate,<br>Art History,<br>Insurance | CC: 1, 5–11,<br>13–17, 20, 22,<br>24–27, 29–30<br>PU: 52–53, 55–<br>56, 59–67                 |
| <b>Automobile Parts Clerks</b> receive, store, and sell replacement parts, tools, equipment, accessories, and supplies in auto dealerships, repair shops, or parts stores.                                       | WOIS-7486<br>DOT-279.357-062<br>OES-49014 | Average<br>12% growth 2000–2008<br>364 openings/year<br>\$1,165–\$3,371/month | OJT, HS,<br>TC, APP           | Parts<br>Merchandising  | TC: 31, 33, 35  |
| <b>Automobile Salespeople</b> work at automobile dealerships. They sell new and used cars and trucks, compile information on various models, and establish credit terms for customers.                           | WOIS-7418<br>DOT-273.353-010              | Not surveyed<br>\$1,165–\$5,000/month   | OJT, HS,<br>CC, TC            | Marketing &<br>Sales Training   | CC: 1, 4–5, 7,<br>11,<br>16–17, 20, 23–<br>25, 30<br>TC: 33                                   |

| Occupational Description  | Codes                                      | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                                | Preparation & Training Sites in Washington  |
|---|--|--|-------------------------------|---|---|
| <b>Automotive Service Technicians</b> greet customers and service cars, trucks, and buses with fuel, oil, and accessories. They may lubricate vehicles, change motor oil, install antifreeze, and repair/replace tires and accessories. | WOIS-3124<br>DOT-915.467-010<br>OES-*      | Average<br>12% growth 2000–2008<br>303 openings/year<br>\$1,165–\$2,110/month            | OJT                           | Automotive Mechanic                                       | No approved/ accredited training programs in Washington.                                |
| <b>Barbers</b> cut and style hair, shave and trim beards, and provide other hair care services according to customer requests or current styles.  | WOIS-8622<br>DOT-330.371-010<br>OES-68002  | Slower than average<br>5% growth 2000–2008<br>46 openings/year<br>\$1,250–\$2,783/month  | HS, VOC, CC, TC, APP, LIC     | Barbering   | CC: 8, 14<br>TC: 31, 35<br>PCS:   |
| <b>Business Services Salespeople</b> sell various types of services such as credit information, accounting services, printing services, and media advertising.  | WOIS-7422<br>DOT-251.357-0101<br>OES-43017 | Average<br>18% growth 2000–2008<br>26 openings/year<br>\$1,165–\$3,766+/month            | TC, CC, COL, APP              | Sales & Marketing   | CC: 1, 4–5, 7, 11, 16–17, 20, 23–25, 30<br>TC: 33<br>U: 42, 44–46, 51<br>PU: 53, 62, 65 |
| <b>Buyers &amp; Purchasing Agents</b> buy machinery, equipment, tools, raw material parts, services, and supplies necessary for the operation of an individual establishment, public utility, or government unit.                       | WOIS-1184<br>DOT-162.157-018<br>OES-*      | Slower than average<br>5% growth 2000–2008<br>542 openings/year<br>\$1,295–\$4,092/month | HS, CC, COL                   | Purchasing Management, Business Administration, Marketing | CC: 1, 4–11, 13–17, 20, 22–27, 29, 35<br>U: 36–51<br>PU: 53, 55–56, 58–65, 67           |
| <b>Cashiers</b> are employed by a variety of businesses to handle payments from customers. Most cashiers receive money, make change, fill out charge forms, and give receipts.  | WOIS-1642<br>DOT-211.362-010<br>OES-49023  | Average<br>14% growth 2000–2008<br>2,556 openings/year<br>\$1,165–\$2,381/month          | OJT, HS, CC, TC, APP          | Cashier-Checker,  | CC: 10<br>TC: 31, 33  |
| <b>Cosmetologists</b> perform beauty services, such as shampooing, cutting, setting, styling, and straightening hair according to the customer's request or current styles.   | WOIS-8624<br>DOT-332.271-010<br>OES-*      | Average<br>8% growth 2000–2008<br>690 openings/year<br>\$1,165–\$2,500/month             | HS, VOC, CC, TC, LIC          | Cosmetology   | CC: 8, 14, 18, 20, 23–24, 27<br>TC: 31, 33–35<br>PCS:                                   |
| <b>Display Workers</b> (also called Visual Merchandisers) create eye-catching displays to attract the customer's attention and persuade them to buy merchandise.  | WOIS-9834<br>DOT-298.081-010<br>OES 34044  | Average<br>10% growth 2000–2008<br>41 openings/year<br>\$1,127–\$2,100/month             | CC, COL                       | Visual Merchandising, Fashion Merchandising               | CC: 8, 16–17, 20, 25<br>U: 36–41<br>PU: 61  |



| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study   | Preparation & Training Sites in Washington               |
|---|--|---|-------------------------------|--|--|
| <b>Door-to-Door Salespeople</b> sell merchandise or services by going door-to-door or by attending house parties.   | WOIS-7444<br>DOT-291.357-010<br>OES-49026                | Average<br>11% growth 2000–2008<br>210 openings/year<br>Earnings vary           | OJT, HS                       | Sales Training   | No approved/ accredited training programs in Washington  |
| <b>Equipment Repairers</b> repair and service nonelectrical equipment such as musical instruments, cameras, and bicycles, using specialized power tools and hand tools.                                   | WOIS-3189<br>DOT-730.361-010<br>OES-*                    | Average<br>10% growth 2000–2008<br>46 openings/year<br>\$1,165–\$3,800/month    | OJT, HS, CC, TC, APP          | Equipment Repair, Musical Instrument Repair                          | TC: 35<br>PCS:   |
| <b>Farm Sales &amp; Service Representatives</b> sell farm equipment and supplies.   | WOIS-7425<br>DOT-272.357-014                             | Not surveyed<br>\$1,165–\$2,500/month+ commission                               | CC, COL                       | Agricultural Business Management, Agrochemical Business              | CC: 6, 24, 27–28<br>U: 47–50                             |
| <b>Fashion Merchandisers</b> promote clothing and accessories for sale by wholesale and retail business outlets or manufacturers. (This occupation is very broad and describes a variety of occupations.) | WOIS-7413<br>DOT-185.157-010                             | Not surveyed<br>\$1,165–\$2,500+/month  | OJT, HS, CC, COL              | Retail & Wholesale Sales, Clothing & Textiles, Fashion Merchandising | CC: 7, 16–17, 20, 25<br>U: 36, 44–50<br>PU: 61<br>PCS:   |
| <b>Floral Designers</b> prepare floral arrangements for a variety of occasions using flowers, greenery, and artificial materials.   | WOIS-4146<br>DOT-142.081-010                             | Not surveyed<br>\$1,165–\$1,750/month   | OJT, CC, TC, VOC              | Floriculture & Nursery Management, Ornamental Horticulture           | CC: 5, 23–24<br>TC: 33–34<br>PCS:                        |
| <b>Grocery Checkers</b> handle money received from food store customers. They operate cash registers and optical character readers and may put groceries in bags or boxes.                                | WOIS-1641<br>DOT-211.462-014                             | Average<br>14% growth 2000–2008<br>1,259 openings/year<br>\$1,165–\$2,687/month | OJT, HS, VOC, CC, TC, APP     | Cashier-Checker  | CC: 9<br>TC: 31, 33                                      |
| <b>Hearing Instrument Repairers</b> evaluate hearing for the purpose of fitting hearing aids and to assist the hearing of the hearing impaired.   | WOIS-8129<br>DOT-276.354-010<br>DOT-719.381-014          | Not surveyed<br>\$1,650–\$3,000/month   | CC, TC, LIC, APP              | Hearing Instrument Specialist, Hearing Aid Technology                | CC: 25<br>TC: 31   |
| <b>Laundry &amp; Dry Cleaning Workers</b> receive, clean, press, and deliver laundry and other articles.  | WOIS-4464<br>DOT-362.382-014<br>DOT-361.684-014<br>OES-* | Average<br>12% growth 2000–2008<br>191 openings/year<br>\$1,165–\$2,000/month   | OJT                           |  | No approved/ accredited training programs in Washington. |



| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study                               | Preparation & Training Sites in Washington  |
|--|--|---|-------------------------------|--|---|
| <b>Models</b> pose for artists and photographers or display merchandise by wearing, using, or posing with it. Some models must have a sense of body motion, be in good physical condition, and be able to work with people.                        | WOIS-7496<br>DOT-297.667-014                             | Not surveyed<br>Earnings vary greatly   | OJT, HS, VOC                  | Professional Modeling & Finishing                        | PCS:  |
| <b>Office Machine Repairers</b> maintain and repair all types of equipment used in offices. They may service equipment on a regular basis or check and repair defective machines.  | WOIS-3164<br>DOT-633.281-018<br>OES-85926                | Average<br>12% growth 2000–2008<br>89 openings/year<br>\$1,400–\$3,620/month    | OJT, HS, TC, APP              | Electrical & Electronics Equipment Installation & Repair | TC: 33, 35  |
| <b>Petroleum Processing Occupations</b> deal with processing crude oil into gasoline, kerosene, fuel oil, lubricants, and other home and industrial products.  | WOIS-5914<br>DOT-549.260.010<br>DOT-549.360-010<br>OES-* | Declining<br>11% decline 2000–2008<br>5 openings/year<br>\$1,650–\$3,480/month  | OJT, HS, APP                  |  | Training is available through apprenticeship programs.  |
| <b>Property Managers</b> are in charge of leasing, renting, and maintaining property such as land and buildings.   | WOIS-1135<br>DOT-186.167-046<br>OES-15011                | Average<br>15% growth 2000–2008<br>202 openings/year<br>\$1,350–\$6,073/month   | CC, TC, COL, APP              | Public/ Business Administration, Real Estate             | CC: 1, 3, 5–11, 13–17, 20, 22, 25, 29–30<br>TC: 34<br>U: 36–51<br>PU: 553, 55–56, 58–65, 67               |
| <b>Radio &amp; TV Service Technicians</b> install, repair, and maintain electronic equipment such as radios, televisions, video cameras, and tape recorders.   | WOIS-3168<br>DOT-720.281-018<br>OES-*                    | Declining<br>14% decline 2000–2008<br>11 openings/year<br>\$1,165–\$3,170/month | OJT, HS, CC, TC, APP          | Electrical & Electronics Equipment Installation & Repair | CC: 4, 7, 10, 12–13, 15, 21–22<br>TC: 31–33, 35<br>Training is available through apprenticeship programs. |
| <b>Real Estate Agents</b> rent, buy, and sell property for clients on a commission (percent of sales) basis. Agents work to match prospective buyers with property listed for sale. Some supplement their real estate income with a part-time job. | WOIS-7417<br>DOT-205.357-018<br>OES-*                    | Average<br>11% growth 2000–2008<br>\$420–\$4,166+                               | OJT, HS, CC, COL, TC, LIC     | Real Estate  | CC: 1, 13<br>TC: 34<br>U: 47–50<br>PCS:   |
| <b>Real Estate Secretaries</b> assist real estate salespeople by doing background work for transactions in addition to clerical duties.  | WOIS-1448<br>DOT-219.362-046<br>OES-53914                | Average<br>8% growth 2000–2008<br>16 openings/year<br>\$1,165–\$2,960/month     | CC, TC, COL                   | Secretarial Science                                      | CC: 1–30<br>TC: 31–35   |

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay   | Suggested Education/ Training    | Suggested Program of Study         | Preparation & Training Sites in Washington  |
|--|---|--|----------------------------------|------------------------------------|---|
| <b>Retail Sales Clerks</b> sell and package merchandise in a retail store. They make records of sales, stock, prepare inventory, and assist in reordering merchandise.   | WOIS-7484<br>DOT-290.477-014<br>OES-49011 | Average<br>14% growth 2000–2008<br>\$1,165–\$2,071/month<br>4,882 openings/year<br>(some earn commissions) | OJT,<br>VOC, CC,<br>TC, APP      | Sales Training,<br>Marketing       | CC: 1, 4–5, 7,<br>10–11, 16–17,<br>20, 23–25, 30<br>TC: 33  |
| <b>Route Salespeople</b> (also called Delivery Drivers or Route Workers) sell and deliver goods to wholesale and retail customers on an established route.   | WOIS-7434<br>DOT-292.353-010<br>OES-97117 | Average<br>16% growth 2000–2008<br>399 openings/year<br>\$1,165–\$3,000/month                              | OJT, CC,<br>TC, APP              | Sales Training,<br>Marketing       | CC: 1, 4, 7, 11,<br>16–17, 10, 23–<br>25, 30<br>TC: 33  |
| <b>Sales Managers</b> (also called Retail Store Managers) plan some or all of the sales of a retail store activities or department. They plan advertising campaigns and sales promotions and hire, train, and evaluate sales workers. Sales managers also plan schedules and order merchandise.  | WOIS-1162<br>DOT-163.167-018<br>OES-41002 | Average<br>13% growth 2000–2008<br>1,806 openings/year<br>\$1,910–\$9,520/month                            | OJT, HS, CC,<br>TC, COL,<br>GRAD | Marketing &<br>Sales<br>Management | CC: 1, 4–5, 7,<br>11,<br>16–17, 20, 23,<br>25, 30<br>TC: 33<br>U: 36, 51<br>PU: 53, 59, 62,<br>65<br>PCS: |
| <b>Sales Representatives</b> represent wholesale firms (firms selling large quantities to others for resale at higher prices) to retail, industrial, and commercial firms and institutions in assigned territories to sell goods and products. They must project a professional image to clients to win accounts. They also need to be organized, manage time well, and be excellent communicators both orally and in writing. | WOIS-7414<br>OES-*                        | Average<br>12% growth 2000–2008<br>1,565 openings/year<br>\$1,565–\$6,282/month                            | OJT, HS,<br>VOC, CC,<br>COL, APP | Sales Training,<br>Marketing       | CC: 1, 4–5, 7,<br>10–11, 16–17,<br>20, 23–25, 30<br>TC: 33  |
| <b>Salespeople</b> sell merchandise to customers using knowledge of the characteristics of their merchandise. People who work in stereo shops, fine furniture stores, house furnishings, etc., are examples of retail salespeople.   | WOIS-7454<br>DOT-279.357-054<br>OES-*     | Average<br>15% growth 2000–2008<br>653 openings/year<br>\$1,165–\$3,470/month                              | OJT, HS,<br>VOC, CC,<br>TC, APP  | Sales Training                     | CC: 1, 4–5, 7,<br>11, 16–17, 20,<br>23–25, 30<br>TC: 33<br>PCS:   |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                      | Preparation & Training Sites in Washington               |
|--|--|--|-------------------------------|---|--|
| <b>Seamstresses &amp; Tailors</b> perform all sewing operations necessary to put together, alter, or repair clothing and other fabric articles.  | WOIS-4446<br>DOT-785.261-014<br>DOT-785.361-010<br>OES-* | Slower than average<br>6% growth 2000–2008<br>55 openings/year<br>\$1,165–\$2,395/month  | CC, TC                        | Custom Apparel & Design & Construction          | CC: 18<br>TC: 31   |
| <b>Stock Clerks</b> receive, unpack, check, store, and issue supplies in stockrooms, warehouses, or storage yards. Some place orders and follow up on purchases made. In small operations, they are responsible for the entire function of the stockroom, from buying to distribution of supplies. In bigger operations, they usually specialize in one or two jobs. | WOIS-7118<br>DOT-222.387-058<br>OES-*                    | Slower than average<br>5% growth 2000–2008<br>424 openings/year<br>\$1,165–\$2,360/month | OJT, CC, TC, APP              | Transportation/ Logistics Management            | CC: 11<br>TC: 35   |
| <b>Telephone Solicitors</b> call potential customers on the telephone to sell them merchandise or services.  | WOIS-7446<br>DOT-299.357-014<br>OES-49026                | Average<br>11% growth 2000–2008<br>210 openings/year<br>\$1,165–\$2,773/month            | OJT, HS                       |   | No approved/ accredited training programs in Washington. |
| <b>Upholsterers</b> repair and rebuild upholstered furniture, automobile interiors, and vinyl tops. Some may work in factories and shops fashioning new upholstered furniture.   | WOIS-4494<br>DOT-780.381-018<br>OES-89508                | Slower than average<br>5% growth 2000–2008<br>15 openings/year<br>\$1,165–\$2,940/month  | OJT, TC, APP                  | Upholstery                                      | TC: 31   |
| <b>Warehouse Workers</b> receive, store, and ship materials and products that supply production operations. They also move finished products.  | WOIS-7114<br>DOT-922.687-05<br>OES-*                     | Average<br>9% growth 2000–2008<br>218 openings/year<br>\$1,165–\$3,380/month             | OJT, HS                       | Transportation/ Logistics, Warehouse Management | CC: 11, 16–17<br>TC: 35                                  |

# Scientific Research & Engineering

Instructional programs and occupations dealing with engineering, related technologies, scientific research, and application of scientific principles in all the natural sciences (e.g., biology, chemistry, earth science, physics) and social sciences (e.g., economics, sociology, geography, archeology, anthropology). This **does not** include specific medical, agricultural, or food sciences.

- Engineering
- Engineering Technologies
- Natural Sciences
- Social Sciences

| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington |
|--|---|---|-------------------------------|----------------------------|--|
| <b>Aerospace Engineers</b> design, construct, and test aircraft, spacecraft, missiles, and related component systems. They may be aeronautical engineers, mechanical engineers, or electrical engineers.   | WOIS-2412<br>DOT-002.061-014<br>OES-22102 | Declining<br>2% decline 2000–2008<br>43 openings/year<br>\$2,500–\$8,670/month            | COL,<br>GRAD,<br>LIC          | Aerospace Engineering      | U: 44–46                                   |
| <b>Aquatic Biologists</b> study plants, animals, and other organisms living in water and the physical, chemical, geological, and climatic factors that affect them.  | WOIS-2613<br>DOT-041.061-022              | Not surveyed<br>\$2,259–\$4,397/month   | COL,<br>GRAD                  | Biology                    | U: 44–46<br>PU: 61                         |
| <b>Biological Scientists</b> study all aspects of living matter. Their concerns include the origin, reproduction, growth, function, and structure of all forms of plant and animal life from large communities to microorganisms.  | WOIS-2612<br>DOT-041.061.030<br>OES-*     | Faster than average<br>24% growth 2000–2008<br>138 openings/year<br>\$2,421–\$6,229/month | COL,<br>GRAD                  | Biology                    | U: 36–51<br>PU: 55–56,<br>58–67            |
| <b>Chemical Engineers</b> apply the principles and technology of chemistry, physics, mathematics, engineering, and economics to solve engineering and design problems. They analyze procedures, troubleshoot processing problems, do research to develop new processing methods, design equipment, and plan layouts of interrelated machinery. | WOIS-2418<br>DOT-008.061-018<br>OES-22114 | Average<br>21% growth 2000–2008<br>54 openings/year<br>\$3,170–\$7,108/month              | COL,<br>GRAD,<br>LIC          | Chemical Engineering       | U: 44–50<br>PU: 61                         |

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington                              |
|---|---|---|-------------------------------|----------------------------|---|
| <b>Chemists</b> explore the composition and properties of matter and the laws that govern the combination of substances.  | WOIS-2625<br>DOT-022.061-010<br>OES-24105   | Faster than average<br>28% growth 2000–2008<br>90 openings/year<br>\$1,978–\$6,675/month  | COL,<br>GRAD                  | Chemistry                  | U: 36–51<br>PU: 55–56,<br>59–67   |
| <b>Civil Engineers</b> plan, design, and supervise construction and maintenance of many kinds of structures and facilities. They work on roads, railroads, airports, buildings, bridges, dams, and other structures.  | WOIS-2421<br>DOT-005.061-014<br>OES-22121   | Average<br>16% growth 2000–2008<br>349 openings/year<br>\$2,300–\$6,020/month             | COL, GRAD,<br>LIC             | Civil Engineering          | U: 44–50<br>PU: 55, 60, 62,<br>65                                       |
| <b>Computer Engineers</b> specialize in the design, manufacture, and application of computers.  | WOIS-2423<br>DOT-033.167-010<br>OES-22127   | Faster than average<br>92% growth 2000–2008<br>2,135 openings/year<br>\$2,500–7,027/month | COL                           | Computer Engineering       | U: 44–50<br>PU: 55, 59, 61<br>PCS:                                      |
| <b>Drafters</b> make detailed drawings of buildings, products, and machinery from sketches and specifications made by engineers and architects. The drawings are used as working plans for engineering, manufacturing, and construction purposes. With new technology, most drafters use computer-aided design (CAD) systems. | WOIS-2484<br>DOT-005.281-010<br>DOT-002.261-010<br>DOT-007.281-010<br>DOT-003.281.014<br>DOT-005.281.014<br>OES-* | Slower than average<br>1% growth 2000–2008<br>197 openings/year<br>\$1,387–\$3,615/month  | VOC, CC,<br>TC                | Drafting                   | CC: 2, 4, 6, 8,<br>10–11, 13–14,<br>20, 22, 27, 30<br>TC: 31–35<br>PCS: |
| <b>Earth Scientists</b> study the history, composition, and characteristics of land, oceans, atmosphere, to increase knowledge of the earth and to solve problems.  | WOIS-2631<br>OES-*  | Average<br>21% growth 2000–2008<br>193 openings/year<br>\$2,160–\$6,460/month             | COL,<br>GRAD                  | Geology                    | U: 36–51<br>PU: 59, 64, 66  |
| <b>Economists</b> study the creation, exchange, and distribution of useful goods, services, and resources such as land, labor, and capital.   | WOIS-2146<br>DOT-050.067-010<br>OES-27102   | Average<br>18% growth 2000–2008<br>25 openings/year<br>\$1,500–\$5,250/month              | COL,<br>GRAD                  | Economics                  | U: 36–51<br>PU: 55, 59,<br>61–66  |
| <b>Electrical &amp; Electronics Engineers</b> design, develop, produce, install, operate, and maintain electrical and electronic equipment and systems.   | WOIS-2422<br>DOT-003.061-010<br>DOT-003.061-030<br>OES-22126  | Average<br>15% growth 2000–2008<br>512 openings/year<br>\$2,500–\$5,760/month             | COL,<br>GRAD,<br>LIC          | Electrical Engineering     | U: 44–50<br>PU: 55, 59, 61–<br>62, 65                                   |

| Occupational Description   | Codes  | Employment Outlook in Washington & Approximate Pay                                       | Suggested Education/ Training | Suggested Program of Study                      | Preparation & Training Sites in Washington   |
|--|--|--|-------------------------------|---|--|
| <b>Electronics Technicians</b> construct, repair test, install, modify, or help design a variety of production or experimental electrical or electronic equipment. Most specialize in such areas as communication, medical equipment, and research laboratories. Many technicians work on product quality in manufacturing plants.   | WOIS-5671<br>DOT-003.161-014<br>OES-*                                | Slower than average<br>4% growth 2000–2008<br>366 openings/year<br>\$1,300–\$3,000/month | VOC, CC,<br>TC, APP           | Electrical & Electronics Technology             | CC: 2, 5, 7, 10, 12–15, 18, 21–24<br>TC: 31–35<br>PU: 65<br>PCS:                                       |
| <b>Engineering Technicians</b> assist engineers in the planning, research, and development of engineering projects or products. They assist engineers in areas, including architectural, civil, electrical, maintenance, safety, environmental, industrial production and manufacturing, quality control, computers, robotics, plastics, optics, marine, biological, and other fields. | WOIS-2451<br>DOT- See DOT Register for Specific Occupations<br>OES-* | Slower than average<br>2% growth 2000–2008<br>337 openings/year<br>\$1,500–\$3,880/month | HS, VOC, CC, COL, TC, APP     | Engineering Technology                          | CC:, 2, 5–6, 8–13, 15–17, 20–21, 23–24, 27, 30<br>TC: 31–33, 35<br>U: 36, 40, 42<br>PU: 55, 65<br>PCS: |
| <b>Environmental Engineers</b> use a combination of skills to protect public health and solve environmental problems.  | WOIS-2419<br>OES-22132   | Average<br>14% growth 2000–2008<br>21 openings/year<br>\$2,860–\$6,010/month             | COL                           | Environmental Engineering, Civil Engineering    | U: 44–50<br>PU: 55, 60, 62, 67   |
| <b>Environmental Health Specialists</b> work for immediate and long-range protection from health and safety hazards by educating the public and enforcing laws and regulations.  | WOIS-2682<br>DOT-079.117-018<br>OES-*                                | Average<br>11% growth 2000–2008<br>111 openings/year<br>\$1,700–\$5,222/month            | COL                           | Environmental Health<br><br>U: 36, 44–46        |  |
| <b>Forensic Scientists</b> use their background in science to examine, identify, and classify physical evidence from criminal or suspected criminal activities.  | WOIS-2616<br>DOT-029.261-026   | Not surveyed<br>\$2,370–\$4,250/month  | COL                           | Criminology, Forensic Science, Criminal Justice | U: 42, 47–50<br>PU: 55, 60, 62   |
| <b>Industrial Engineers</b> determine the most efficient and economical methods of using people, machines, and materials in an industrial setting.   | WOIS-2424<br>DOT-012.167-030<br>OES-22128                            | Average<br>11% growth 2000–2008<br>97 openings/year<br>\$2,600–\$5,090/month             | COL, GRAD, LIC                | Industrial Engineering                          | U: 36–51<br>PU: 53, 60   |



| Occupational Description   | Codes   | Employment Outlook in Washington & Approximate Pay                                     | Suggested Education/ Training | Suggested Program of Study                           | Preparation & Training Sites in Washington   |
|--|---|--|-------------------------------|--|--|
| <b>Instrument Repairers</b> inspect, install, and service delicate instruments and control systems used to measure and regulate machine operations.  | WOIS-3186<br>DOT-710.281-026<br>OES-*   | Declining<br>1% decline 2000–2008<br>29 openings/year<br>\$1,220–\$6,590/month         | OJT, HS, CC, TC, APP          | Instrument Repair                                    | CC: 13, 24<br>TC: 32<br>PU: 65<br>PCS:<br>Training is available through apprenticeship programs. |
| <b>Laboratory Testers</b> furnish manufacturers with information to use for quality control, process control, product development, and environmental requirements.   | WOIS-2693<br>DOT-029.261-010<br>OES-*   | Average<br>11% growth 2000–2008<br>\$1,500–\$3,527/month<br>142 openings/year          | OJT, CC, COL                  | Chemical Laboratory Technology/ Biotechnology        | CC: 2, 5, 7, 18, 20<br>TC: 31  |
| <b>Mathematicians &amp; Statisticians</b> deal with the collection, analysis, interpretation, and presentation of numerical data. Most specialize in such areas as natural science, economics, and engineering.                                  | WOIS-2332<br>DOT-020.067-014<br>DOT-020-167-026<br>DOT-020-067-022<br>OES-*     | Average<br>3% growth 2000–2008<br>21 openings/year<br>\$1,600–\$5,920/month            | COL, GRAD                     | Mathematics & Statistics                             | U: 36–51<br>PU: 55–56, 59–67   |
| <b>Mechanical Engineers</b> work with the design, production, testing, and installation of tools, machines, engines, and other mechanical equipment.   | WOIS-2428<br>DOT-007.061-014<br>OES-*   | Average<br>10% growth 2000–2008<br>251 openings/year<br>\$2,700–\$4,500/month          | COL, GRAD, LIC                | Mechanical Engineering                               | U: 44–51<br>PU: 55, 60, 62, 65   |
| <b>Nuclear Engineers</b> research, design, and assess nuclear energy systems and equipment.  | WOIS-2429<br>DOT-015.061-014<br>OES-22117                                       | Declining<br>9% decline 2000–2008<br>7 openings/year<br>\$3,580–\$4,930                | COL, GRAD, LIC                | Engineering Physics, Materials Science & Engineering | U: 44–50<br>PU: 61   |
| <b>Physicists &amp; Astronomers</b> seek to increase understanding of natural laws governing forces, motion, matter, and energy. Astronomers and astrophysicists use physics and mathematics to understand space and the nature of the universe. | WOIS-2627<br>DOT-020.067-018<br>DOT-023.061-014<br>DOT-023.067-010<br>OES-24102 | Slower than average<br>6% growth 2000–2008<br>7 openings/year<br>\$3,340–\$6,710/month | COL, GRAD                     | Physics & Astronomy                                  | U: 36–51<br>PU: 55, 59, 61–66  |
| <b>Pollution Control Technicians</b> (also called Environmental Technicians) identify and find ways of controlling pollution in order to protect human health and the environment.   | WOIS-2683<br>DOT-029.261-014  | Not surveyed<br>\$1,165–\$4,620/month  | CC, TC, COL, APP              | Environmental Control Technology                     | CC: 18, 20–23<br>TC: 33<br>U: 36   |



| Occupational Description   | Codes                                     | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington |
|--|---|---|-------------------------------|----------------------------|--|
| <b>Rubber &amp; Chemical Processing Occupations</b><br>prepare raw materials for use in the production of paints, fertilizers, explosives, plastic materials, and objects made of rubber stock.                        | WOIS-5918<br>OES-*                        | Declining<br>4% decline 2000–2008<br>26 openings/year<br>\$1,260–\$4,060/month          | OJT, HS                       | Plastics Technology        | CC: 12                                     |
| <b>Surveyors</b> determine the precise location and measurement of points, elevations, lines, and contours of the earth's surface to plan construction projects, make maps and charts, and locate property boundaries. | WOIS-2471<br>DOT-018.167-018<br>OES-22311 | Slower than average<br>5% growth 2000–2008<br>28 openings/year<br>\$1,800–\$4,390/month | COL, LIC                      | Civil Engineering          | U: 44–50<br>PU: 55, 60, 62, 65             |

# Transportation, Distribution & Logistics

Instructional programs and occupations dealing with planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water; includes related professional and technical support services such as transportation planning and management, logistics services, and mobile equipment and facility maintenance.

- General Distribution
- Transportation
- Vehicle & Mobile Equipment Installation & Repairs

| Occupational Description  | Codes   | Employment Outlook in Washington & Approximate Pay                                      | Suggested Education/ Training   | Suggested Program of Study              | Preparation & Training Sites in Washington                    |
|---|---|---|---------------------------------|---|---|
| <b>Air Traffic Controllers</b> regulate air traffic from airport control towers, air route control centers, and flight service stations located throughout the country. Their primary concern is the safe and efficient routing of air traffic. | WOIS-6126<br>DOT-193.162-018<br>OES-39002                                       | Slower than average<br>5% growth 2000–2008<br>27 openings/year<br>\$1,845–\$7,100/month | OJT, CC,<br>COL, LIC            | Air Traffic Control                     | CC: 10  |
| <b>Aircraft Assemblers</b> join, assemble, and install tail, wing, fuselage, engines, and auxiliary parts in aircraft.  | WOIS-5493<br>DOT-806.361.014<br>DOT-806.381-022<br>DOT-806.381-026<br>OES-93102 | Declining<br>10% decline 2000–2008<br>101 openings/year<br>\$1,730–\$3,290/month        | OJT, HS,<br>APP                 | Aircraft Mechanic, Aviation Maintenance | No approved/ accredited training programs in Washington.      |
| <b>Aircraft Mechanics</b> service aircraft by locating problems and performing needed changes and repairs.  | WOIS-3116<br>DOT-621.281-014<br>OES-*   | Declining<br>2% decline 2000–2008<br>106 openings/year<br>\$1,165–\$4,330/month         | HS, CC,<br>TC, APP,<br>LIC      | Aircraft Mechanics                      | CC: 2, 8, 23–24<br>TC: 33<br>PCS:                             |
| <b>Automobile Mechanics</b> inspect, maintain, and repair mechanical and electrical parts of automobiles, trucks, buses, and other gasoline-powered vehicles to keep them running properly.   | WOIS-3112<br>DOT-620.261-010<br>OES-*   | Average<br>18% growth 2000–2008<br>1,202 openings/year<br>\$1,165–\$3,830/month         | OJT, HS,<br>VOC, CC,<br>TC, APP | Automotive Technology                   | CC: 2, 5, 9–10, 12, 14, 20–24, 27–28, 30<br>TC: 31–35<br>PCS: |
| <b>Body &amp; Fender Repairers</b> fix damaged fenders, bodies, and other automotive parts by straightening bent frames, removing dents, welding torn metal, and replacing parts too badly damaged to repair.                                   | WOIS-5486<br>DOT-807.381-010<br>OES-85305                                       | Average<br>18% growth 2000–2008<br>343 openings/year<br>\$1,305–\$3,810/month           | OJT, HS,<br>CC, TC,<br>APP      | Auto Body Repair                        | CC: 6, 10, 14, 23–24, 27<br>TC: 31–35<br>PCS:                 |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay  | Suggested Education/ Training | Suggested Program of Study                    | Preparation & Training Sites in Washington                                     |
|---|--|---|-------------------------------|---|--|
| <b>Bus &amp; Taxi Drivers</b> operate busses and cars carrying passengers for a fee. Bus drivers may operate school or charter busses or common carriers within a local area. Taxi drivers pick up passengers in response to radio or telephone requests or drive around busy areas and watch for customers.  | WOIS-6142<br>DOT-913.463-010<br>DOT-913.463-018<br>OES-* | Average<br>16% growth 2000–2008<br>626 openings/year<br>\$1,165–\$3,380/month             | OJT, VOC,<br>CC, TC,<br>LIC   | Bus Driver Training                           | CC: 2, 21, 23, 27<br>TC: 31, 35<br>PCS:  |
| <b>Deck Hands</b> do most of the manual labor on commercial ships, tug boats, ferries, and government vessels.  | WOIS-6182<br>DOT-911.687-022<br>OES-*                    | Declining<br>1% decline 2000–2008<br>\$1,530–\$4,430/month                                | OJT, HS,<br>VOC               | Marine Maintenance & Repair                   | PCS:   |
| <b>Dispatchers</b> supervise and coordinate activities of vehicles that transport freight or passengers according to schedule. Emergency Dispatchers operate radio telephone transmitting and receiving equipment to direct emergency mobile units such as police, highway patrol, firefighting, paramedic, ambulance, ranger, and tow truck units. | WOIS-6132<br>DOT-249.167-014<br>OES-*                    | Average<br>11% growth 2000–2008<br>152 openings/year<br>\$1,165–\$3,603/month             | OJT, TC,<br>APP               | Dispatcher, Emergency Dispatch                | CC: 7, 16–17<br>TC: 35   |
| <b>Flight Attendants</b> perform personal services such as serving food and drinks and by explaining emergency procedures so airline passengers can enjoy a safe and comfortable flight.  | WOIS-7856<br>DOT-352.367-010<br>OES-68026                | Faster than average<br>29% growth 2000–2008<br>269 openings/year<br>\$1,165–\$4,746/month | HS, COL                       |   | No programs in Washington State. Training is available through major airlines. |
| <b>Forklift Operators</b> drive trucks or tractors with forklifts, elevating platforms, or trailer hitches that push, pull, lift, or stack materials in warehouses, storage yards or factories.   | WOIS-6158<br>DOT-921.683-050<br>OES-97947                | Average<br>9% growth 2000–2008<br>322 openings/year<br>\$1,165–\$3,210/month              | OJT, HS                       |   | No approved/ accredited training programs in Washington.                       |
| <b>Freight Forwarding Specialists</b> act as agents for businesses or individuals who want to ship goods by ocean, air, truck, or rail.   | WOIS-1426<br>DOT-248.367-018                             | Not surveyed<br>\$1,300–\$2,800/month   | CC, TC                        | Transportation/ Logistics, Freight Forwarding | CC: 10–11, 13<br>TC: 35  |

| Occupational Description  | Codes  | Employment Outlook in Washington & Approximate Pay                              | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington               |
|---|--|---|-------------------------------|----------------------------|--|
| <b>Freight Handlers</b> load and unload baggage, freight, and all types of materials for shipment by rail, truck, or ship. They move items by hand or use equipment such as conveyors, hoists, hand and power trucks, and cranes. | WOIS-7112<br>DOT-929.687-030<br>DOT-911.663-014<br>OES-* | Average<br>11% growth 2000–2008<br>2,477 openings/year<br>\$1,165–\$6,950/month | OJT, HS                       |                            | No approved/ accredited training programs in Washington. |
| <b>Local Truck Drivers</b> drive trucks of all types and sizes to move products and materials from one place to another in a local area.  | WOIS-6144<br>DOT-905.663-014<br>DOT-904.683-010<br>OES-* | Average<br>16% growth 2000–2008<br>\$1,280–\$2,690/month                        | OJT, CC, TC, LIC              | Commercial Driving         | CC: 2, 21, 23, 27<br>TC: 31, 35<br>PCS:                  |
| <b>Long Haul Truck Drivers</b> drive trucks over established long-distance routes to deliver products to homes and businesses.  | WOIS-6145<br>DOT-904.383-010<br>OES-97102                | Average<br>13% growth 2000–2008<br>1,156 openings/year<br>\$1,165–\$3,240/month | OJT, VOC, CC, TC, LIC         | Commercial Driver          | CC: 2, 21, 23, 27<br>TC: 31, 35<br>PCS:                  |
| <b>Meter Readers</b> check electric power, gas, and water meters to record the use of residential and business customers.   | WOIS-1639<br>DOT-209.567-010<br>OES-58014                | Average<br>8% growth 2000–2008<br>29 openings/year<br>\$1,455–\$3,212/month     | OJT, HS                       |                            | No approved/ accredited training programs in Washington. |
| <b>Pilots &amp; Flight Engineers</b> fly airplanes to transport passengers and cargo. Pilots may perform other tasks such as crop dusting and inspecting power lines and may be employed by companies as corporate pilots.        | WOIS-6188<br>DOT-196.263-014<br>OES-97702                | Average<br>13% growth 2000–2008<br>89 openings/year<br>\$1,300–\$16,000/month   | VOC, CC, COL, TC, LIC         | Aircraft Pilot             | CC: 2, 10<br>TC: 33<br>U: 36<br>PU: 65<br>PCS:           |
| <b>Railroad Brake Operators</b> operate and inspect railroad equipment on trains such as journal boxes, hand brakes, warning lights and signals, and couplers.  | WOIS-6174<br>DOT-910.364-010<br>OES-*                    | Declining<br>19% decline 2000–2008<br>26 openings/year<br>\$1,750–\$3,078/month | OJT, HS                       |                            | No approved/ accredited training programs in Washington. |
| <b>Railroad Laborers</b> build, maintain, and repair railroad tracks and roadways for safe and effective operations.  | WOIS-4288<br>DOT-859.683-018<br>DOT-910.684-014<br>OES-* | Declining<br>24% decline 2000–2008<br>1 opening/year<br>\$1,400–\$8,310/month   | OJT, HS                       |                            | No approved/ accredited training programs in Washington. |

| Occupational Description  | Codes                                     | Employment Outlook in Washington & Approximate Pay                             | Suggested Education/ Training | Suggested Program of Study | Preparation & Training Sites in Washington                  |
|---|---|--|-------------------------------|----------------------------|---|
| <b>Refuse &amp; Recycling Collectors</b> collect trash, garbage, and recycled materials along an assigned route. They may drive garbage trucks or work on the loading crew. | WOIS-6164<br>DOT-955.687-022<br>OES-98705 | Average<br>8% growth 2000–2008<br>81 openings/year<br>\$1,610–\$3,030/month    | OJT                           |                            | No approved/ accredited training programs in Washington.    |
| <b>Ship Officers &amp; Engineers</b> work as a team to ensure the safe and efficient operation of powered vessels.  | WOIS-6184<br>DOT-197.167-010<br>OES-*     | Declining<br>1% decline 2000–2008<br>44 openings/year<br>\$2,530–\$6,710/month | VOC, LIC                      |                            | Several proprietary schools offer coursework in this field. |
| <b>Shipping &amp; Receiving Clerks</b> receive incoming shipments of merchandise, prepare merchandise for shipment, and keep records concerning these transactions.         | WOIS-7116<br>DOT-222.387-050<br>OES-*     | Average<br>10% growth 2000–2008<br>578 openings/year<br>\$1,165–\$2,674/month  | OJT                           |                            |   |
| <b>Truck &amp; Heavy Equipment Mechanics</b> rebuild, repair, and adjust both wheeled and tracked heavy equipment used in construction, logging, and industrial operations. | WOIS-3114<br>DOT-625.281-010<br>OES-*     | Average<br>10% growth 2000–2008<br>342 openings/year<br>\$1,560–\$3,970/month  | OJT, HS, VOC, CC, TC, APP     | Diesel Technology          | CC: 4–6, 9, 12, 21, 23–24<br>TC: 31–32, 34<br>PCS:          |
| <b>Well Drillers</b> set up and operate portable drilling machines and related equipment to drill wells.  | WOIS-5947<br>DOT-859.362-010<br>OES-87902 | Average<br>7% growth 2000–2008<br>18 openings/year<br>\$1,120–\$3,470/month    | OJT, HS, APP                  |                            | Training is available through apprenticeship programs.      |

This matrix, prepared by the Workforce Training and Education Coordinating Board, lists occupations and training sites described in this edition of ***Plan for Tomorrow Today***. This guide should be consulted for additional information on these occupations. This guide also contains an extensive listing of public and private educational institutions that can prepare you for the occupation of your choice.

## Occupations in Washington State

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| ON-THE-JOB TRAINING                 |  |
| HIGH SCHOOLS/SKILLS CENTERS         |  |
| APPRENTICESHIP                      |  |
| BELLEVUE COMMUNITY COLLEGE          |  |
| BIG BEND COMMUNITY COLLEGE          |  |
| CASCADIA COMMUNITY COLLEGE          |  |
| CENTRALIA COLLEGE                   |  |
| CLARK COLLEGE                       |  |
| COLUMBIA BASIN COLLEGE              |  |
| EDMONDS COMMUNITY COLLEGE           |  |
| EVERETT COMMUNITY COLLEGE           |  |
| GRAYS HARBOR COLLEGE                |  |
| GREEN RIVER COMMUNITY COLLEGE       |  |
| HIGHLINE COMMUNITY COLLEGE          |  |
| LOWER COLUMBIA COLLEGE              |  |
| NORTH SEATTLE COMMUNITY COLLEGE     |  |
| OLYMPIC COLLEGE                     |  |
| PENINSULA COLLEGE                   |  |
| PIERCE COLLEGE                      |  |
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| SEATTLE VOCATIONAL INSTITUTE        |  |
| SHORELINE COMMUNITY COLLEGE         |  |
| SKAGIT VALLEY COLLEGE               |  |
| SOUTH PUGET SOUND COMMUNITY COLLEGE |  |
| SOUTH SEATTLE COMMUNITY COLLEGE     |  |
| SPOKANE COMMUNITY COLLEGE           |  |
| SPOKANE FALLS COMMUNITY COLLEGE     |  |
| TACOMA COMMUNITY COLLEGE            |  |
| WALLA WALLA COMMUNITY COLLEGE       |  |
| WENATCHEE VALLEY COLLEGE            |  |
| WHATCOM COMMUNITY COLLEGE           |  |
| YAKIMA VALLEY COMMUNITY COLLEGE     |  |
| BATES TECHNICAL COLLEGE             |  |
| BELLINGHAM TECHNICAL COLLEGE        |  |
| CLOVER PARK TECHNICAL COLLEGE       |  |
| LAKE WASHINGTON TECHNICAL COLLEGE   |  |
| RENTON TECHNICAL COLLEGE            |  |
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| PRIVATE CAREER SCHOOL               |  |

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## Occupations in Washington State

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| HIGH SCHOOLS/SKILLS CENTERS         |
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|---------------------------------|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Actors & Actresses              | . | . |   |  |   | . |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Advertising Workers             |   |   | . |  | . | . | . | . |   | . | . | . | . |   | . | . |   | . | . |   | . | . | . |   |
| Announcers                      | . | . |   |  | . | . | . | . |   | . |   |   |   |   |   |   | . | . | . | . | . | . | . |   |
| Artists                         | . |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |
| Broadcast Technicians           |   |   | . |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Freelance Writers               |   |   |   |  | . |   |   |   | . |   | . |   |   |   |   |   |   |   |   |   |   | . | . | . |
| Graphic Designers               |   |   | . |  | . | . | . |   | . |   | . | . |   | . |   | . |   | . | . |   | . | . | . |   |
| Industrial Designers            |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Interior Designers & Decorators |   |   | . |  |   |   |   | . |   |   |   |   |   | . |   |   |   | . |   |   | . | . | . |   |
| Jewelers                        | . |   | . |  |   |   |   | . |   |   |   |   |   |   |   |   |   |   |   |   | . |   | . |   |
| Marketing Managers              |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Musicians                       | . | . |   |  |   |   |   |   |   |   | . |   |   | . |   |   |   |   |   |   | . | . | . |   |
| Photofinishers                  |   |   |   |  |   | . |   |   | . |   |   |   | . |   |   |   |   |   |   |   |   |   | . |   |
| Photographers                   | . |   |   |  |   | . |   |   | . | . |   |   | . |   |   |   |   |   |   |   | . | . | . |   |
| Prepress Workers                |   |   |   |  | . |   | . |   | . | . | . |   | . | . |   | . |   | . |   |   | . | . | . |   |
| Press Operators                 | . |   | . |  | . |   | . |   | . | . | . |   | . | . |   | . |   | . |   |   | . | . | . |   |
| Public Relations Workers        |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Reporters                       |   |   |   |  | . |   |   |   | . |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Singers & Dancers               |   |   |   |  |   |   |   |   |   |   |   |   | . |   |   |   |   |   |   |   | . | . | . |   |
| Social Scientists               |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Stage Technicians               | . |   |   |  |   | . |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . | . | . |   |
| Technical Illustrators          | . | . | . |  |   |   | . |   | . | . |   |   | . |   |   | . |   | . |   |   | . | . | . |   |
| Technical Writers               |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . |   | . |   |
| Telecommunications Technicians  | . | . |   |  | . |   |   |   |   |   |   |   |   |   |   |   |   | . |   |   |   | . | . |   |
| Telephone Operators             |   |   | . |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | . |   |
| Video Production Workers        |   |   | . |  | . | . | . | . | . |   | . |   | . |   | . |   | . | . | . |   | . | . | . |   |



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|                                  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Medical Laboratory Technologists | • |   |   |   | • | • |   |   |   |   |   | • |   | • |   |   | • |   |   | • | • | • | • |   |
| Medical Records Technicians      | • | • |   |   | • |   |   |   |   |   |   |   |   | • |   | • | • |   |   |   |   |   |   |   |
| Medical Secretaries              | • | • |   |   | • | • | • | • | • | • | • | • |   | • | • | • | • | • | • | • | • |   |   | • |
| Midwives                         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • |
| Naturopathic Physicians          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Nurse Practitioners              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • | • |   |
| Nursing Assistants               | • |   |   | • |   | • |   | • | • |   | • | • | • | • |   |   | • | • | • | • | • |   | • | • |
| Occupational Therapists          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • | • |   |
| Opticians                        | • | • | • |   |   |   |   |   |   |   |   | • |   |   |   | • |   |   |   |   |   |   |   |   |
| Optometrists                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Pharmacists                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Pharmacy Technicians & Assist.   | • | • |   |   | • | • |   | • |   |   |   |   |   |   | • | • |   |   |   | • | • |   | • | • |
| Physical Therapists              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • | • |   |
| Physician Assistants             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • |   |   |
| Physicians                       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • |   |   |
| Psychologists                    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • | • |   |
| Radiologic Technologists         |   |   | • |   |   |   |   |   |   |   |   |   |   |   |   |   | • | • | • |   |   |   | • | • |
| Registered Nurses                |   |   | • | • |   | • | • | • | • | • | • | • | • | • | • |   | • | • |   |   |   | • | • |   |
| Respiratory Therapists           |   |   |   |   |   |   |   | • |   |   |   | • |   |   |   | • | • |   |   |   |   |   |   |   |
| Speech-Language Pathologists     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • |   |
| Surgical Technologists           |   |   |   |   |   |   |   |   |   |   |   | • |   |   |   | • |   |   |   |   | • | • |   |   |
| Therapist Assistants             | • |   |   |   |   |   | • |   |   |   |   |   |   |   |   |   | • |   | • | • |   |   | • | • |
| Veterinarians                    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | • |   |
| Veterinary Technicians           | • |   |   |   |   |   |   |   |   |   | • |   |   |   |   |   |   | • | • |   |   |   |   |   |

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## Occupations in Washington State

|                                     |
|-------------------------------------|
| ON-THE-JOB TRAINING                 |
| HIGH SCHOOLS/SKILLS CENTERS         |
| APPRENTICESHIP                      |
| BELLEVUE COMMUNITY COLLEGE          |
| BIG BEND COMMUNITY COLLEGE          |
| CASCADIA COMMUNITY COLLEGE          |
| CENTRALIA COLLEGE                   |
| CLARK COLLEGE                       |
| COLUMBIA BASIN COLLEGE              |
| EDMONDS COMMUNITY COLLEGE           |
| EVERETT COMMUNITY COLLEGE           |
| GRAY'S HARBOR COLLEGE               |
| GREEN RIVER COMMUNITY COLLEGE       |
| HIGHLINE COMMUNITY COLLEGE          |
| LOWER COLUMBIA COLLEGE              |
| NORTH SEATTLE COMMUNITY COLLEGE     |
| OLYMPIC COLLEGE                     |
| PENINSULA COLLEGE                   |
| PIERCE COLLEGE                      |
| SEATTLE CENTRAL COMMUNITY COLLEGE   |
| SEATTLE VOCATIONAL INSTITUTE        |
| SHORELINE COMMUNITY COLLEGE         |
| SKAGIT VALLEY COLLEGE               |
| SOUTH PUGET SOUND COMMUNITY COLLEGE |
| SOUTH SEATTLE COMMUNITY COLLEGE     |
| SPOKANE COMMUNITY COLLEGE           |
| SPOKANE FALLS COMMUNITY COLLEGE     |
| TACOMA COMMUNITY COLLEGE            |
| WALLA WALLA COMMUNITY COLLEGE       |
| WENATCHEE VALLEY COLLEGE            |
| WHATCOM COMMUNITY COLLEGE           |
| YAKIMA VALLEY COMMUNITY COLLEGE     |
| BATES TECHNICAL COLLEGE             |
| BELLINGHAM TECHNICAL COLLEGE        |
| CLOVER PARK TECHNICAL COLLEGE       |
| LAKE WASHINGTON TECHNICAL COLLEGE   |
| RENTON TECHNICAL COLLEGE            |
| PUBLIC COLLEGE OR UNIVERSITY        |
| INDEPENDENT COLLEGE OR UNIVERSITY   |
| PRIVATE CAREER SCHOOL               |

[illegible]

|                               |     |     |   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |     |       |     |     |
|-------------------------------|-----|-----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|-------|-----|-----|
| Computer Operators            | ● ● | ●   |   | ●   | ● ● | ●   |     | ●   | ● ● | ●   | ● ● |     | ●   | ●   |     | ● ● ● |     | ●   | ● ● ● |     | ●   |
| Computer Programmers          | ● ● | ● ● | ● | ●   | ● ● | ●   | ● ● | ● ● | ● ● | ● ● | ● ● | ●   | ●   |     |     | ●     | ● ● | ● ● | ● ●   | ● ● | ● ● |
| Computer Service Technicians  | ● ● |     |   | ● ● | ●   | ●   | ● ● | ●   | ●   |     | ●   |     | ●   | ●   |     | ● ●   |     | ●   | ● ●   | ●   |     |
| Database Designers & Admin's. |     |     |   | ●   |     | ●   | ●   | ●   |     | ●   |     | ● ● |     | ●   |     |       |     |     |       | ● ● |     |
| Information Systems Managers  |     |     |   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |     |       | ● ● |     |
| Microcomputer Support Spec.   |     |     | ● | ●   | ●   | ● ● | ● ● | ● ● | ● ● | ● ● | ● ● | ●   | ●   | ●   | ● ● | ● ●   | ●   | ●   | ●     |     | ●   |
| Network Administrators        |     | ●   |   | ● ● |     | ● ● | ● ● | ● ● | ● ● | ● ● | ● ● | ● ● | ● ● | ● ● | ●   | ●     |     | ● ● |       |     | ● ● |
| Systems Analysts              |     |     |   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |     |       | ● ● | ● ● |
| Web Specialists               |     | ●   | ● | ●   | ●   | ●   |     | ●   |     |     |     | ●   |     | ● ● | ●   |       |     | ● ● |       | ● ● |     |

|                          |         |  |                 |               |         |         |       |       |       |       |                 |  |  |   |       |
|--------------------------|---------|--|-----------------|---------------|---------|---------|-------|-------|-------|-------|-----------------|--|--|---|-------|
| Correctional Officers    | ● ● ●   |  | ● ● ●           | ● ● ●         | ●       | ● ● ●   |       | ● ● ● | ●     | ● ●   | ● ●             |  |  |   | ● ● ● |
| Fire Fighters            | ● ● ● ● |  |                 | ● ●           |         |         | ●     | ● ● ● |       | ● ● ● |                 |  |  |   |       |
| Law Enforcement Officers | ● ● ●   |  | ● ● ●           | ● ● ● ●       | ●       | ● ● ●   |       | ● ● ● |       | ● ● ● |                 |  |  |   | ● ● ● |
| Lawyers                  |         |  |                 |               |         |         |       |       |       |       |                 |  |  |   | ● ●   |
| Legal Secretaries        | ● ● ●   |  | ● ● ● ● ● ● ● ● | ● ● ● ● ● ● ● |         |         |       |       | ●     | ●     | ● ● ● ● ● ● ● ● |  |  |   | ●     |
| Paralegals               | ●       |  | ● ● ●           |               | ●       |         |       |       | ● ● ● |       | ●               |  |  |   | ● ● ● |
| Security Guards          | ●       |  | ● ●             | ● ● ● ● ●     | ● ● ● ● |         | ● ● ● |       | ● ● ● |       | ● ● ● ● ●       |  |  |   |       |
| Shorthand Reporters      |         |  |                 |               | ●       |         |       |       |       |       |                 |  |  | ● | ●     |
| Store Detectives         | ● ● ●   |  | ● ● ●           | ● ● ● ● ●     | ● ● ● ● | ● ● ● ● |       | ● ● ● |       | ● ● ● | ● ● ●           |  |  |   |       |

## Occupations in Washington State

|                                     |
|-------------------------------------|
| ON-THE-JOB TRAINING                 |
| HIGH SCHOOLS/SKILLS CENTERS         |
| APPRENTICESHIP                      |
| BELLEVUE COMMUNITY COLLEGE          |
| BIG BEND COMMUNITY COLLEGE          |
| CASCADIA COMMUNITY COLLEGE          |
| CENTRALIA COLLEGE                   |
| CLARK COLLEGE                       |
| COLUMBIA BASIN COLLEGE              |
| EDMONDS COMMUNITY COLLEGE           |
| EVERETT COMMUNITY COLLEGE           |
| GRAY'S HARBOR COLLEGE               |
| GREEN RIVER COMMUNITY COLLEGE       |
| HIGHLINE COMMUNITY COLLEGE          |
| LOWER COLUMBIA COLLEGE              |
| NORTH SEATTLE COMMUNITY COLLEGE     |
| OLYMPIC COLLEGE                     |
| PENINSULA COLLEGE                   |
| PIERCE COLLEGE                      |
| SEATTLE CENTRAL COMMUNITY COLLEGE   |
| SEATTLE VOCATIONAL INSTITUTE        |
| SHORELINE COMMUNITY COLLEGE         |
| SKAGIT VALLEY COLLEGE               |
| SOUTH PUGET SOUND COMMUNITY COLLEGE |
| SOUTH SEATTLE COMMUNITY COLLEGE     |
| SPOKANE COMMUNITY COLLEGE           |
| SPOKANE FALLS COMMUNITY COLLEGE     |
| TACOMA COMMUNITY COLLEGE            |
| WALLA WALLA COMMUNITY COLLEGE       |
| WENATCHEE VALLEY COLLEGE            |
| WHATCOM COMMUNITY COLLEGE           |
| YAKIMA VALLEY COMMUNITY COLLEGE     |
| BATES TECHNICAL COLLEGE             |
| BELLINGHAM TECHNICAL COLLEGE        |
| CLOVER PARK TECHNICAL COLLEGE       |
| LAKE WASHINGTON TECHNICAL COLLEGE   |
| RENTON TECHNICAL COLLEGE            |
| PUBLIC COLLEGE OR UNIVERSITY        |
| INDEPENDENT COLLEGE OR UNIVERSITY   |
| PRIVATE CAREER SCHOOL               |

|                                 |       |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
|---------------------------------|-------|--|---|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|-----|-----|-----|-----|-----|-----|-----|---|
| Bakers                          | • • • |  |   |   | • |     |     |     |     |     |     | •   |     |     |     | • • |     |     |     |  |     | •   |     | • • |     |     |     |   |
| Beverage Workers                | •     |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Blacksmiths/Forge Shop Workers  | •     |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     | •   |     |     |     |     |     |   |
| Boat Builders                   | •     |  | • |   |   |     |     |     |     |     |     |     | •   |     |     |     |     |     |     |  |     |     | •   |     |     |     |     | • |
| Boilermakers                    |       |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Bookbinders & Bindery Workers   | •     |  | • |   |   |     | •   |     |     |     | •   |     |     | • • |     |     | •   |     | •   |  |     |     |     | •   |     |     |     |   |
| Cabinetmakers                   | • • • |  |   |   |   |     |     | •   |     |     |     | •   | •   |     |     |     |     |     |     |  |     | •   |     | •   |     |     |     |   |
| Cannery/Food Process. Workers   | •     |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Electronics Assemblers          |       |  |   |   |   | •   | • • |     |     | •   | • • | •   |     |     |     | • • |     |     |     |  |     |     | •   | • • | •   | •   |     | • |
| Expeditors                      | •     |  |   | • |   | •   |     | • • | • • | • • | • • | • • | • • |     | •   | •   | • • | • • | • • |  | • • |     |     |     |     | • • |     |   |
| Fashion Designers               |       |  |   |   |   |     |     |     |     |     |     |     |     |     | •   |     |     |     |     |  |     |     | •   |     |     |     | • • |   |
| Foundry Production Workers      | •     |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Machine Tool Operators          | • • • |  |   |   |   | • • |     |     | • • | •   |     |     |     |     | •   |     | • • |     | •   |  |     |     | • • | • • | • • | •   |     | • |
| Machinists                      | • • • |  |   |   |   | • • |     |     | • • | •   |     |     |     |     | •   |     | • • |     | •   |  |     |     | • • | • • | • • | •   |     | • |
| Meat Cutters                    | • • • |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Metalworking Pattern Makers     | •     |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Millwrights                     | • • • |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Molders                         |       |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Packers & Wrappers              | •     |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Production Assemblers           | • •   |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Production Painters & Finishers | •     |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Production Superintendents      |       |  | • |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     | • • |   |
| Pulp & Paper Workers            | •     |  |   |   |   |     |     |     |     | •   |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     | •   |     |   |
| Quality Control Inspectors      | • • • |  |   |   |   |     |     |     |     |     |     | •   |     |     |     |     |     |     |     |  |     |     |     |     | •   |     |     |   |
| Rubber & Plastics Fabricators   | • •   |  |   |   |   |     |     |     |     | •   |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Sawmill & Plywood Laborers      | •     |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Sewing Machine Operators        | •     |  | • |   |   |     |     |     |     |     |     |     | •   |     |     |     |     |     |     |  |     |     | •   |     |     |     |     |   |
| Textile Machine Operators       | • •   |  |   |   |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |     |     |     |     |     |     |     |   |
| Tool-and-Die Makers             | • • • |  |   |   |   | • • |     |     | • • | •   |     |     |     | •   |     | • • |     | •   |     |  |     | • • | • • | • • | •   |     |     | • |
| Welders                         | • • • |  | • |   | • | • • |     | •   | • • | •   | •   |     |     |     | • • | • • |     | • • |     |  |     | • • | • • | • • | • • |     |     |   |

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## Occupations in Washington State

|                                     |
|-------------------------------------|
| ON-THE-JOB TRAINING                 |
| HIGH SCHOOLS/SKILLS CENTERS         |
| APPRENTICESHIP                      |
| BELLEVUE COMMUNITY COLLEGE          |
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| LAKE WASHINGTON TECHNICAL COLLEGE   |
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| PUBLIC COLLEGE OR UNIVERSITY        |
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| PRIVATE CAREER SCHOOL               |

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## Occupations in Washington State

|                                     |
|-------------------------------------|
| ON-THE-JOB TRAINING                 |
| HIGH SCHOOLS/SKILLS CENTERS         |
| APPRENTICESHIP                      |
| BELLEVUE COMMUNITY COLLEGE          |
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| RENTON TECHNICAL COLLEGE            |
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| INDEPENDENT COLLEGE OR UNIVERSITY   |
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# Section II – Education & Training Opportunities

## *Choosing an Education or Training Program*

Postsecondary education can be an excellent investment. However, before enrolling, you should analyze your skills and talents, gather information about present and future job markets, and seriously investigate the school you are thinking about attending.

Training opportunities in Washington are practically unlimited. Specific career training is available through community colleges, technical colleges, or private career schools. Nearly 1,250 vocational education programs leading to employment in more than 300 different occupations are offered. Many programs offer a variety of instructional options.

There are also over 200 private career schools that offer vocational training in approximately 150 occupations. Community-based organizations, the military, and apprenticeship programs also provide training opportunities. To help you with your search, we have provided some questions to assist you in your decision. The answers should help you recognize a quality school and program.

1. **What is the program's placement record?** The federal government requires schools to reveal placement rates if the school is involved in the Federal Student Loan program. Ask for information specific to the school. Don't use general, regional, or national data as an indication of how well a specific school places its students. Remember, a school cannot guarantee you a job upon graduation; only employers provide jobs.

Use common sense and gather your own information to find out if a school offers you what you need for the time and money you invest.

As you explore career possibilities, be sure to ask employers about their attitudes toward the preparation the school can provide. If you have a particular school in mind, ask employers if they would hire someone trained at that school.



2. **What are the completion rates of the school's students?** If many students drop out, is it because the program is not to their expectations, or are they able to find jobs even before they complete formal training?
3. **Do you have to obtain a state license or be bonded before practicing your chosen occupation?** Know what the state licensing and bonding requirements are for an occupation before talking to school officials. See page 144 for the telephone number and address of the licensing agency. If a certain level of education or training is required, does the school program meet these requirements?
4. **Is the school licensed, registered, and/or accredited?** Schools must meet minimum requirements for facilities, teachers, and programs in order to operate.
5. **Are facilities and equipment up to date?** Ask to sit in on a class and/or take a tour of the school. Schools with good facilities will be happy to show off their programs, facilities, and equipment.
6. **Does the program you are interested in have an advisory committee made up of representatives from business or industry?** Ask for a list of their names and addresses, and check with them to determine how often the advisory committee meets and how much influence they have on the program. When talking to these people, remember, they are prospective employers!
7. **Have you considered all costs, since there may be many expenses in addition to the tuition?**
8. **If you must pay in advance, what is the school's refund policy if your program is not or cannot be completed?** There can be significant differences among refund policies at public and private institutions.
9. **Are extra services provided by the school such as counseling and job placement assistance?**
10. **Can you start class immediately, or is there a waiting list?** If there is a waiting list, find out how soon can you start your training and what are you are required to do while waiting to start a class?
11. **Will the credits you earn be accepted by other institutions if you decide to change schools or continue your education at a later date?**

## Section II – Education & Training Opportunities

### *Choosing an Education or Training Program (cont.)*

#### **THE HIGH SCHOOL SYSTEM**

There are 296 school districts in Washington; 247 of these are high school districts, and 239 offer vocational education to more than 300,000 students. This figure includes individuals enrolled in programs in area high schools and vocational skills centers.

The major goal of vocational education in the school system is to provide students with marketable skills for immediate employment upon leaving school and to provide skills upgrading for those currently employed. Vocational education training is offered in agriculture, business, marketing, technology, family and consumer science, trade, industry, technical, and health occupations education. For more information, contact your local high school.

#### **Vocational Skills Centers**

Vocational skills centers are regional vocational training facilities for high school students operated under a cooperative agreement by two or more participating school districts. There are 9 skills centers in the state, serving over 5,000 students from approximately 60 cooperating school districts.

These centers provide specialized vocational training programs that districts or schools may not otherwise be able to offer. Programs are open to students from participating school districts. By combining resources, districts can offer more training opportunities than districts or schools can alone. By serving regions, skills centers draw on larger student populations, increasing chances to attract enrollment necessary for selected programs. Shared facilities offer a cost-effective way to increase training opportunities to students beyond their school program while maintaining their identity with their home school.

Students spend half the day at their high school and the other half at a vocational skills center. Vocational programs at the centers are operated on a three-hour block basis. Training is focused on skills and knowledge necessary for employment and is provided in a setting resembling conditions found in industry. Instructors are certified on the basis of their success in industry and ability to teach.

#### **COMMUNITY AND TECHNICAL COLLEGES**

Washington's Community and Technical College Act of 1991 provides for a state system of community and technical colleges separate from public secondary schools and four-year institutions. The act requires colleges to "offer an open door to every citizen, regardless of academic background or experiences, at a cost normally within their economic means."

**For more information on vocational skills centers or interdistrict cooperatives, contact:**

#### **Clark County Vocational Skills Center**

12200 N.E. 28th Street  
Vancouver, WA 98662  
Telephone (360) 256-6079

#### **SeaTac Occupational Skills Center**

18010 8th Avenue South  
Seattle, WA 98148  
Telephone (206) 433-2524

#### **Kitsap Peninsula Vocational Skills Center**

101 National Avenue North  
Bremerton, WA 98312  
Telephone (360) 478-5083

#### **New Market Vocational Skills Center**

7299 New Market Street  
Tumwater, WA 98501  
Telephone (360) 586-9375

#### **North Central Vocational Skills Center**

327 East Penny Road, Suite C  
Wenatchee, WA 98801  
Telephone (509) 662-8827

#### **Sno-Isle Vocational Skills Center**

9001 Airport Road  
Everett, WA 98204  
Telephone (206) 353-8810

#### **Spokane Vocational Skills Center**

4141 North Regal Street  
Spokane, WA 99207  
Telephone (509) 353-3363

#### **Tri-City Area Vocational Skills Center**

5929 West Metaline  
Kennewick, WA 99336  
Telephone (509) 736-2500

#### **Yakima Valley Vocational Skills Center**

1116 South 15th Avenue  
Yakima, WA 98902  
Telephone (509) 575-3289

# Section II – Education & Training Opportunities

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## *Choosing an Education or Training Program (cont.)*

### **Community Colleges**

Washington's community colleges provide a wide range of educational opportunities beyond high school. Each campus offers something no other postsecondary school provides—the ability to mix vocational training with many other kinds of education.

Programs offered by community colleges usually fall into three categories.

1. **Liberal Arts and Preprofessional Programs** include introductory courses in such areas as dentistry, education, law, medicine, and sociology. The programs are designed primarily to provide transfer credit to four-year institutions. An associate of arts degree is awarded on completion of the program.
2. **Vocational-Technical Programs** prepare students for employment in a variety of occupations in health, business, mechanical, and technical fields. A certificate or an associate degree is awarded upon completion of either a one- or two-year program. Some programs may require more than two years to complete.
3. **Apprenticeship Instruction** is offered as requested by local industry. It is available primarily to students already employed in the sponsoring industry and indentured under agreement with the Washington State Apprenticeship Council or the Federal Bureau of Apprenticeship and Training.

The highest degree given by a community college is an associate degree. Community colleges are open to all who have graduated from high school or who are 18 years old or older. For an adult with no high school degree, community colleges offer a high school completion program and GED programs. If an individual has difficulty with reading or math, there is help available.

Training can be limited to job-related subjects, or other courses of interest can be added. Individuals can enroll at any time and leave when they have job skills in any of over 180 different occupational programs offered at community colleges. In most programs, registration can take place at the beginning of any quarter. Some of the more popular vocational programs have waiting lists. Individuals can enroll in the college and take related courses until their name reaches the top of the waiting list. Tuition costs for state residents average \$500 per academic quarter. The average cost for nonresidents is \$2,000 per quarter.

Financial Aid offices are available at each community college to help students qualify for scholarships, loans, and grants; particularly students who are in need. Colleges also help students find part-time jobs.

**A listing of community colleges can be found on page 113.**

### **Technical Colleges**

There are 5 technical colleges in Washington that provide training and education for those aged 16 and older to prepare for entry into the workforce, upgrade skills needed to maintain present employment, improve skills to prepare for advancement, and/or satisfy the related training requirements of a registered apprenticeship and training program.

Technical colleges are part of the state's community and technical college system and are governed by a board of trustees whose members are appointed by the Governor and confirmed by the State Senate.

Technical colleges collectively offer nearly 400 training programs with curriculum designed and monitored by business/labor advisory committees. Program lengths vary from a few weeks to two years. Many of the programs are "open-entry/open-exit," allowing the student to enroll any time a vacancy exists. Students can exit whenever they are ready for employment. Some technical colleges currently offer associate of applied science (AAS) degrees.

For most programs, entrance requirements are kept to a minimum and are determined by the college and the specific industry advisory committee. Basic skills instruction is provided to aid students who want to improve current skills or need these skills to succeed in the training program.

**A listing of technical colleges can be found on page 114.**

## **COLLEGES AND UNIVERSITIES**

### **Bachelor's Degrees**

A bachelor's degree can be pursued at several public and independent four-year colleges and universities. This degree can prepare graduates for entry-level positions (e.g., computer science, business administration) or a broad range of positions (e.g., liberal arts, social sciences). Most degree programs require two years of general study (may be completed at a community college) and two years of study within a major.

## Section II – Education & Training Opportunities

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### *Choosing an Education or Training Program (cont.)*

Most four-year colleges and universities require high school completion or community college course work for admission. Financial assistance is also available, and those interested are encouraged to contact the school directly for admissions, financial aid, and program information.

Tuition and fee charges for resident undergraduate students at public institutions range from \$2,637 to \$3,639 per year. Tuition costs at independent institutions vary widely. Tuition charges will likely change each year.

#### **Graduate and Professional Degrees**

All of Washington's public four-year institutions offer postbaccalaureate educational opportunities in various professional fields leading to a master's degree. Each institution offers different programs, and those interested should contact the institution directly for a listing of programs. Of the public institutions, only the University of Washington and Washington State University offer doctoral degrees or professional degrees (e.g., medicine, dentistry, veterinary medicine, and law).

Many postbaccalaureate programs prepare graduates for employment in upper-level management, research, and higher education. The time required to complete a postbaccalaureate degree differs according to the level (master's, doctorate, and professional) of programs and fields of study. Financial assistance is available, but many graduate students support themselves with part- or full-time employment during their education.

Independent institutions also offer many graduate and professional programs, and students should contact the institutions directly for information on admissions, financial assistance, and program availability.

**A listing of public and independent four-year institutions can be found on pages 115 and 116, respectively.**

#### **Tech-Prep**

Tech-Prep is a competency-based program that begins in the last two years of high school, continues through at least two years at the postsecondary level, and leads to completion of an associate degree, certificate, or apprenticeship. All tech-prep programs include a solid foundation in technology, mathematics, science, and communications and are designed to prepare students for mid-level technological occupations. The programs are based on partnerships among local high schools, community/

technical colleges, universities, business, labor, and community organizations. The partnerships, or consortiums, design programs to meet specific workforce needs in a particular community. As a result, actual program offerings may vary from one community to the next.

If you are interested in participating in a tech-prep program, contact a counselor or career specialist in your high school or community college.

#### **Running Start**

In 1990, the Washington State Legislature enacted "Choices" and "Running Start" legislation." This legislation makes it possible for high school students to attend community colleges while in high school and receive credit that can be applied to high school graduation and/or postsecondary study. Any qualified 11th- or 12th-grade student in any school district can apply to the community college to enroll tuition-free in courses or programs offered by the community college. Washington State University, Central Washington University, and Eastern Washington University also participate in the Running Start program, provided approval has been established between the school district and the university. The Running Start program applies to all community and technical colleges throughout the state.

The school district is required to provide general information regarding the program to all students in grades 10 and 11 and their parents or guardians. A school district is also required to grant credit for any successfully completed course. If no comparable course is offered by the school district, the school district superintendent determines how many credits awarded will apply to specific graduation requirements, and how many credits will apply to electives. Credit for the course will not be noted on the student's high school transcript. The credit will be applied toward high school graduation requirements or electives. Students receive college credit only for college-level courses taken. Students can receive high school and college credit for the same course. Costs for textbooks and transportation to and from colleges are the responsibility of the student.

#### **High School Completion**

Many occupations listed in this guide require some proof that you have completed a high school program.

If you are an adult and have not completed the traditional high school program, there are two ways that you can get a high school diploma or its equivalent:

1. **The General Education Development (GED) test** is a seven and a half-hour test to determine your ability to read, write, and compute at the average high



## Section II – Education & Training Opportunities

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### *Choosing an Education or Training Program (cont.)*

school level. If you are 19 years old or older and pass the test, you will receive a high school equivalency certificate, which most employers and schools will accept as comparable to a high school diploma. The test is offered at 58 GED testing centers throughout the state at a cost of \$40. All community and technical colleges offer GED preparation classes free of charge.

2. **The Adult High School Completion Program** provides services to adults through community and technical colleges. You can earn the credit you need for a high school diploma on a part-time basis. The Adult High School diploma provided by the community colleges meets state minimum graduation requirements of the State Board of Education and the Office of Superintendent of Public Instruction.
3. **The Adult Basic Education (ABE) Program** offers instruction in reading, writing, and math at grade levels one through eight for adults who do not have the basic skills needed for the Adult High School Completion program. All vocational-technical institutes and community colleges provide Adult Basic Education programs at their local campuses and at many outreach programs. For more information on these programs, contact the adult or continuing education director at your local community or technical college.
4. **The External Diploma Program (EDP)** can be used by older adults with good basic skills. It is an individualized, confidential, applied-performance assessment of 65 adult competencies in 8 real-life contexts in the areas of communication, computation, self-awareness, social awareness, consumer awareness, scientific awareness, occupational preparedness, and technological awareness. This pilot project operates at Renton Technical College, Seattle Central Community College, Seattle Goodwill Literacy, Literacy Action Center of Seattle, Seattle Public Library, and the Skokomish Tribal Education Program.

## Section II – Education & Training Opportunities

### *Private Career Schools & Colleges*

Private career schools and colleges have a long history, dating back to the early colonies. These independent schools provided job training opportunities for nearly two centuries before public institutions began offering vocational programs. The first such local school was chartered by the Territorial Legislature about 1880. In Washington State today, over 30,000 students are served annually in nearly 300 specialized private career schools and colleges.

Many people choose private career schools and colleges because they offer students frequent start dates, flexible and focused programs, and continuous operating schedules, which allow students to complete their education as rapidly as possible. Most private career schools and colleges offer graduates job placement assistance—the opportunity of securing a wage sooner than if you were to go job hunting alone.

Students graduating from private career schools and colleges are awarded either a certificate or diploma or an associate or bachelor's degree upon completion. Students may be required to obtain a state license before entering the job market for such occupations as cosmetologists and some allied health professions. The choice is yours to make. Generally, diploma or certificate programs take less time to complete than programs offering associate degrees or baccalaureate degrees.

Many private career schools and colleges are accredited by nationally recognized agencies. All private career schools are required to be licensed or approved by an appropriate state agency. Diploma and certificate pro-

grams must be licensed by the Workforce Training and Education Coordinating Board. Cosmetology schools are licensed by the Department of Licensing. Degree-granting institutions must be approved by the Higher Education Coordinating Board. Each is required to adhere to the stringent regulations associated with obtaining the appropriate license or accreditation.

Accredited schools may participate in the U.S. Department of Education Student Financial Assistance programs. This allows students to apply for a variety of federal grants and loans. Many students choose to participate in some type of financial assistance to help meet the cost of education. Students should discuss these expenses and available payment options with the school.

Most private career schools and colleges offer some type of financial assistance to help students meet the cost of education.

Students are urged to compare the real cost of education when inquiring about both private and public schools. This doesn't mean just looking at tuition. The cost of books and fees (are they included in the tuition price?), housing, child care, transportation, and normal living expenses during the time it will take to complete your education also need to be taken into consideration.

Always consider how quickly you can expect to complete your education and begin earning a wage. Regardless of the type of school you are considering, public or private, degree or nondegree, inquire about placements in the field—how many people graduate from the program at the school and how many get jobs in the field you are seeking to enter? These are important questions to assist you with evaluating the effectiveness of the program.

If your career goal focuses on a particular vocational program offered by a private career school, communicate directly with that school. Arrange for a tour of the facility, and talk to the students. Addresses and phone numbers are included in this publication.

**A list of private career schools begins on page 117.**

**Direct general questions  
about private career  
school education to:**

**Executive Director  
Washington Federation of  
Private Vocational Schools  
8610 N.E. 169th Street  
Bothell, WA 98011-3936  
Telephone: (425) 488-4845**

## Section II – Education & Training Opportunities

### *On-the-Job Training & Apprenticeship*

#### **ON-THE-JOB TRAINING**

Some employers provide their own on-the-job training (OJT) programs, which may involve classroom instruction and close supervision at the workplace. Many publicly funded training programs also include OJT.

The programs, which can last up to six months, can teach the skills necessary for the job or just help you become familiar with the employer's system. During on-the-job training, you are paid regular wages. For more information on training programs, contact individual employers.

#### **CAREERS THROUGH APPRENTICESHIP**

Apprenticeship is a training system for careers requiring a diversity of skills and knowledge, as well as maturity, independence, and judgment. It involves planned, supervised day-by-day training and on-the-job experience, combined with technical studies in career-related subjects. Apprentices train for careers such as emergency medical technicians, computer numerical control machinists, sound communication and electronic control technicians, water pollution control plant operators, carpenters, electricians, and machinists.

Through instruction and experience, both on and off the job, apprenticeships provide all practical and theoretical aspects of the work required in a skilled occupation.

Most apprenticeships last from one to five years, depending on the occupation. To master a trade, each skill must be learned, perfected, and brought up to the speed and accuracy required of the job.

Each program is administered by a committee of employee and employer representatives and registered with the Washington State Apprenticeship and Training Council. The committee determines entrance requirements, screens applicants, and monitors training.

#### **You and the Program**

Once you have been selected as an apprentice, a written agreement is made that includes when the program begins and ends, a description of the training, wages, and other general conditions of employment.

As an apprentice, you will work with, learn from, and be supervised by skilled craftspersons who are very competent in their particular trades and have earned the title of journeyman or master. For further knowledge of your craft, additional training will be required beyond the practical training you receive during your regular work

days as an apprentice. These classes may be in public or private schools or through home study or correspondence courses if not available locally.

#### **Earn While You Learn**

During apprenticeship, you work as a full-time, paid employee of the company. You are paid a percentage rate of a fully qualified worker's rate and receive regular increases. The employer or sponsor also pays for related classroom training at a vocational school or a community/technical college. Some sponsors conduct their own instruction or use supervised correspondence courses.

Qualifications for apprenticeships vary and may include minimum age requirements, mechanical and mathematical aptitude tests, high school diploma or GED, health requirements, and previous work experience.

**For more on apprenticeship  
programs in your area, contact:**

**Dept. of Labor & Industries  
Apprenticeship & Training Section**

<http://www.wa.gov/lni/apprenticeship>

**Longview**  
**(360) 575-6927**

**Mt. Vernon**  
**(360) 416-3026**

**Olympia**  
**(360) 902-6781**

**Spokane**  
**(509) 324-2590**

**Tacoma**  
**(253) 596-3930**

**Moses Lake**  
**(509) 764-6906**

**Seattle**  
**(206) 284-8250**

**U.S. Dept. of Labor  
Bureau of Apprenticeship & Training  
Seattle  
(206) 553-5286**

**For apprenticeships in the  
Armed Forces, contact your local  
Armed Forces Recruiter**



## Section II – Education & Training Opportunities

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### *On-the-Job Training & Apprenticeship (cont.)*

#### Steps to Journey-Level Through Apprenticeship

- ① Contact your local state apprenticeship and training representative, the U.S. Bureau of Apprenticeship, or inform your employer of your wishes to become an apprentice. They will discuss the qualifications and demands of the job with you and help you decide if you are genuinely interested in becoming an apprentice. You may be told to take a general aptitude test and pass with a satisfactory score. You may also need to pass a physical examination that meets the requirements of the job.
- ② If you meet all of the qualifications, you will be interviewed by the Apprenticeship Training Committee to help you further decide if an apprenticeship is really for you. If you are selected, your name will be placed on an apprentice list and appear according to the committee's final evaluation.
- ③ When work becomes available, you will be called. Before reporting to work, you will be required to sign an "Apprenticeship Agreement" card, which registers you with the state as an apprentice.
- ④ When you satisfactorily complete your probationary period (if required), finish the classroom training, and meet all other requirements of the terms of your apprenticeship agreed upon when you were first indentured, you will reach **Journey Level**.

## Section II – Education & Training Opportunities

### *Military Careers*

In today's job market and economy, the Armed Services have become a major avenue for young men and women to receive vocational skills training to succeed in one of the many military occupations and also for use in their chosen civilian careers.

The Armed Services hire people with skills or people who can and want to be trained. Today, nearly six of every seven service members are employed in occupations other than combat arms. Approximately 80 percent of the specialties have a direct civilian occupational counterpart. In addition, service members learn excellent work habits and attitudes, which are of immense value in the civilian market (teamwork, ability to complete a task on time, and seeing that the work is done well). Individuals who enter the Armed Services today receive some of the finest and most advanced technological training available. They learn to operate and maintain state of the art communications and navigation equipment; missile systems; and advanced, high-speed computers across a global and international network. Personnel in the Armed Services also work in office settings, performing such tasks as typing, record keeping, and managing government funds and materials. Planning, training, and executing to high standards are the norm; teamwork becomes a crucial element to excellent morale and esprit. Leadership is valued as an important skill and is taught or reinforced at every opportunity.

Armed Services recruiters provide material that describes their specific service. They also interview and assess each applicant with regard to background and interest. This is followed by a series of mental and physical tests to determine the applicant's mental and physical qualifications. No actual commitment is involved until the applicant signs the Armed Services Enlistment Contract.

Many of the Armed Services, in cooperation with a local school district, offer Junior Reserve Officer Training Corps (JROTC) programs to students who want to participate and learn self-discipline, leadership, and other skills, which may benefit them in school or in the future.

For those considering college, all of the Armed Services offer scholarships each year to graduating high school seniors and college students. The Reserve Officer Training Corps (ROTC) scholarship provides monetary assistance for tuition, books, fees, and supplies, in addition to a monthly stipend of \$150 during the school term or up to \$1,500 per school year. The scholarship can be used for a period of two, three, or four years. All of the services offer technical, apprenticeship, and on-the-job training in a variety of occupations.

The majority of Armed Services technical schools have been evaluated by the American Council on Education, which has recommended vocational, undergraduate, or graduate college credit for military training. In addition, many of the occupations have been evaluated and recommendations made to postsecondary institutions to award higher education credit for this employment experience.

The Department of Defense and the Department of Labor have a joint agreement, providing the opportunity for a service person to complete an apprenticeship program in a specific occupation and obtain a journey-level rating while they are in the service.

Some of the Armed Services provide an opportunity for a young enlisted person to obtain a commission as an officer or a warrant officer. Enlisted personnel often may be selected to attend one of the Service Academies if they qualify.

All of the Armed Services are interested in continuing education for their personnel. Members are eligible for programs such as the Montgomery GI Bill and tuition assistance. Individual services may offer other educational incentives such as a loan repayment program and college assistance funds in addition to the Montgomery GI Bill.

Recent studies indicate that many young men and women are not aware of the military as an employment option and many of them have never talked to an Armed Services recruiter. The recruiter is the occupation specialist for the Armed Services and can provide up-to-date, detailed information on training, work experience, and occupations.

**For more information on ROTC,  
contact your ROTC Scholarship  
and Enrollment Officer at:  
(253) 967-6014.**

**For more information on careers  
in the Armed Services, contact your  
local Armed Forces recruiter.**

## Section II – Education & Training Opportunities

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### *Military Careers (cont.)*

#### **WASHINGTON NATIONAL GUARD TRAINING AND BENEFITS**

The Washington National Guard is composed of over 9,000 citizen soldiers who serve both the state and the nation. Most of the men and women National Guard members have civilian occupations, as well as Guard careers, although the National Guard has full-time employees that perform a variety of day-to-day jobs, which keep the Washington State militia operating smoothly.

In its state role, the Washington National Guard can be called on by the Governor to respond to emergency situations such as the eruption of Mount St. Helens or to fight forest fires. As part of our nation's total defense force, the Guard can also be mobilized to respond to national emergencies.

Washington's National Guard has two distinct organizations, the Air Guard and the Army Guard. Within each organization, there are a number of career opportunities and all have varying degrees of application to civilian life and nonmilitary components provide excellent training for which Guard members are paid while learning.

Throughout the military training process, leadership and management skills are emphasized. These skills have direct application in civilian employment.

Guard units offer a variety of specialized skills training from word processing to flight training. As in private industry, the military is highly computerized, and there are

opportunities for military training in information management systems.

Because the Guard has a large variety of military equipment, many Guard personnel specialize as vehicle and aircraft mechanics, heavy equipment operators, pilots, truck drivers, and food service technicians. The Washington National Guard is unusual in that it is one of the few military organizations that has its own army and air force.

Along with military training opportunities that help enhance civilian occupations, the Washington National Guard offers opportunities for its members to train outside Washington State and overseas. In the last year, Guard units have trained in Germany, Belgium, Panama, Japan, and Korea.

After 20 years of service, Guard personnel qualify for retirement, which begins when the man or woman reaches the age of 60. While serving, Guard's men and women are paid and receive many benefits such as insurance, post exchange privileges, and additional training. Many members use Guard pay to buy extras for their families, save for their children's college education, or invest toward their own retirement.

The Washington National Guard also offers new members in selected units an enlistment bonus and the Montgomery GI Bill. For example, a Guard's man or woman working toward a bachelor's degree can receive over \$200 per month to offset college expenses. Men and women wanting to become officers can join the simultaneous membership program. In this program, a college student can participate in an ROTC program and the National Guard at the same time. The advantage is the student can receive leadership experience and pay while in training with the National Guard. Career opportunities for medical residents, doctors, dentists, physicians' assistants, and registered nurses are also offered by the National Guard.

**For more information on the  
Washington National Guard,  
call 1-800-562-8544,  
which will connect you to  
Washington National Guard  
recruiting personnel in Tacoma.  
You will then be referred  
to a local recruiter for  
further assistance.**

# Section II – Education & Training Opportunities

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## *Financing Your Education*

### FINANCIAL ASSISTANCE

Whether you are interested in becoming a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay educational expenses for those who can demonstrate a need. Federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

Because the demand for student aid exceeds the supply of dollars available, you must apply early. If you can demonstrate financial need, meet the various eligibility requirements, and if funds are available, you will qualify for some assistance, regardless of your age or your training interests.

### How to Apply

To apply for federal and state aid, you must complete the "Free Application for Federal Student Aid" form. This application form is available at all high schools and colleges. The application collects information, which is used to determine how much assistance you may be eligible to receive. To receive general application information, request "The Financial Aid Handbook" from:

**Higher Education Coordinating Board  
Student Financial Aid Division  
P.O. Box 43430  
Olympia, WA 98504-3430**

If you need help filling out the forms, contact any local financial aid office. Once the school you are planning to attend receives the necessary forms, they will be able to determine what financial aid you can receive. Check with the school you plan to attend about other forms you need to submit. And, don't forget to apply for admission, as well as financial aid. Schools will generally check your admission status before they begin packaging any financial aid.

### Types of Assistance

There are basically five types of financial aid funds:

1. **Scholarships:** gift aid, usually based on financial need and/or academic performance.
2. **Grants:** gift aid, usually based on financial need alone.
3. **Loans:** money that must be repaid after leaving school.
4. **Work-Study:** part-time work during the school year, and full-time work during school vacations.

5. **Conditional Scholarship/Loan:** a loan that is forgiven in whole or in part if the recipient renders a service; for example, by nursing in a designated shortage area.

If you apply and qualify for financial aid, you will likely receive a "package" made up of several of these types of aid.

### WAVE Scholarships for Vocational Students

Each year the Washington Award for Vocational Excellence (WAVE) is presented to up to 147 vocational-technical students in Washington State. Winners of WAVE receive grants for six quarters or four semesters of undergraduate study at any of the community and technical colleges, public four-year regional and research universities, most independent colleges, and all licensed private career schools.

Students are eligible for the award if they graduate from high school with two years in a vocational program or complete a vocational program in a community or technical college. Up to three WAVE recipients are selected in each legislative district based on occupational proficiency, leadership, and community service.

Schools may submit from one to four applications, depending on the number of vocational students graduating or completing programs during the award year. Each application must be accompanied by an evaluation completed by their vocational instructor.

The WAVE program is administered by the Washington State Workforce Training and Education Coordinating Board. If you are interested in competing for WAVE Award, talk to your vocational teacher or write to the Workforce Board at:

**The Workforce Training and Education  
Coordinating Board  
128 - 10th Avenue, S.W.  
P.O. Box 43105  
Olympia, WA 98504-3105**

Nominations for awards are due to your school's WAVE Coordinator by February 15. The recipients are announced mid-April.

### MAJOR PROGRAMS

**Federal Pell Grant** provides money to undergraduates to help pay for education after high school and can provide a "foundation," to which aid from other federal sources can be added.

## Section II – Education & Training Opportunities

### *Financing Your Education (cont.)*

**Federal Supplemental Educational Opportunity Grant (FSEOG)** provides money to undergraduates with exceptional financial need to help pay for education after high school.

**Federal Work-Study (FWS) Program** provides jobs for undergraduates and graduates who need financial aid, giving them a chance to earn part of their educational expenses.

**Federal Stafford Loan** is a low-interest loan provided by lenders such as colleges, banks, or credit unions to help pay for education after high school. These loans are subsidized and insured by the federal government.

**Federal Perkins Loan** is a low-interest (5 percent) loan to help undergraduates and graduates pay for education after high school and is made through their schools' financial aid offices. Check your financial aid office to see if your school participates in this program.

**State Need Grant (SNG)** provides cost-variable grants to needy Washington undergraduate residents enrolling at Washington's public or private two- and four-year colleges and selected private career schools. Full- and part-time students are eligible. Students with dependents, other than spouses, may receive a dependent care allowance.

**State Work-Study (SWS)** promotes the employment of needy undergraduates and graduates in jobs related to their career or academic interests. A working student can partially meet their current educational costs instead of deferring payments through loan borrowing.

**Promise Scholarship** is a new scholarship program for low- and middle-income students who graduate in the top 10 percent of their classes and plan to attend a college or university in Washington.

#### **Remember**

**Applying for financial aid takes time;  
don't put it off until the last minute.  
Check with the school you want to attend  
regarding application deadlines. And,  
you may have to apply every year.**

#### **Information Sources for Basic Sources of Student Financial Aid**

**(see chart on following page)**

#### **Washington State Financial Aid**

**Higher Education  
Coordinating Board  
Student Financial Aid  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
Phone: (360) 753-7850**

#### **Stafford and PLUS Loans**

**Northwest Education  
Loan Association  
811 First Avenue  
500 Colman Building  
Seattle, WA 98104  
Phone: 206/461-5300  
or 1-800-562-3001**

#### **Federal Financial Aid**

**U.S. Department of Education  
Office of Student Financial Assistance  
Washington, D.C. 20202-5464  
Phone: 1/800/433-3243  
or 1-800-730-8913 (TDB)**



# Section II – Education & Training Opportunities

## Financing Your Education (cont.)

### BASIC SOURCES OF STUDENT FINANCIAL AID

|              | Type of Aid   | Need Based | Interest Rate | Source of Funds                                      | Maximum Yearly Amounts   |
|--------------|---|------------|---------------|--|--|
| GRANTS       | Federal Pell Grant  | Yes        |               | Federal  | \$2,300  |
|              | Federal SEOG  | Yes        |               | Federal  | \$4,000  |
|              | Washington State Need Grant                                     | Yes        |               | State & Federal                                      | \$2,250  |
|              | Tuition Waiver  | Yes        |               | Institutional  | Cost of Tuition  |
| SCHOLARSHIPS | National Merit Scholarship                                      | (b)        |               | Federal/Private Sector                               |  |
|              | National Achievement Scholarship                                | (c)        |               | Federal/Private Sector                               |  |
|              | ROTC Scholarship  | (d)        |               | Armed Services                                       |  |
|              | Institutional   |            |               | Institution  | Variable   |
|              | Washington Award for Vocational Excellence/ Washington Scholars | No         |               | State  | Tuition & fees at state research universities  |
|              | Promise Scholarship   | No         |               | State  | \$1,585  |
|              | Health Professional Scholarship                                 | No         |               | State  | Variable   |
| LOANS        | Federal Perkins Loan  | Yes        | 5%            | Federal/Institutional                                | <b>Undergraduate:</b> \$3,000 annually; \$15,000 total<br><b>Graduate:</b> \$5,000 annually; \$30,000 total, including undergraduate   |
|              | Nursing Student Loan  | Yes        | 5%            | Federal/Institutional                                | \$2,500  |
|              | Health Professions Student Loan                                 | Yes        | 5%            | Federal  | \$2,500 plus tuition   |
|              | Federal Stafford Loans  | (a)        | Up to 8.25%   | Banks or U.S. Dept. of Education through the college | <b>Dependent Undergraduate:</b> \$2,625 1st yr.; \$3,000 2nd yr.; \$5,500 other yrs. \$23,000 in total.<br><b>Independent Undergraduate:</b> \$6,625 1st yr. \$7,500 2nd yr. \$10,500 other yrs. \$46,000 in total<br><b>Graduate/Professional:</b> \$18,500 annually, \$138,500 in total, including undergraduate |
|              | PLUS Loan   | No         |               | Banks or U.S. Dept. of Education through the college | Cost of education less financial aid   |
| WORK         | Federal Work-Study  | Yes        | Up to 9%      | Federal  | Variable   |
|              | Cooperative Education   | No         |               | Institutional  | Variable   |
|              | State Work-Study  | Yes        |               | State  | Variable   |

(a) Loan maximums include options to borrow based on need (subsidized loans) and to borrow without regard to financial need (unsubsidized loans).

(b) Based on achievement, including Preliminary SAT and National Merit Scholarship Qualifying Test (NMSQT) scores.

(c) For outstanding African American students who qualify with PSAT and NMSQT scores.

(d) ROTC scholarships offered by Air Force, Army, and Navy at designated colleges based on student SAT and ACT test scores. Contact nearest military recruiting office for more information.

## Section II – Education & Training Opportunities

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### *Vocational Education Assistance for Persons With Disabilities*

In 1973, Congress passed the Education of the Handicapped Act (PL 94-142), which states, “No individual in the United States . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under any program or activity receiving federal financial assistance.” This statute guarantees students with disabilities the right of consideration for entrance and ensures access into our nation’s vocational education programs. “Reasonable accommodation” must also be made in entrance procedures and individual classrooms to ensure nondiscrimination. Most instructors and intake counselors are aware of alternative testing, curricula, and teaching techniques needed to compensate for or circumvent student disabilities.

Vocational education programs today are equipped to meet individual needs of students, while at the same time, prepare them for the labor market. The public schools listed in this guide are barrier-free and have specialists to advise and tutor disabled students. Coordinators of disabled students services in each of the schools are trained to deal with a wide range of student problems. In most cases, they will know how to accommodate student needs by using interpreters, readers, braille, tapes, tutors, etc. They also provide an important link with faculty members who may be asked to modify teaching styles to accommodate students with disabilities. For accommodation information, contact the service coordinator for disabled students at the school you plan to attend.

See page 150 for a listing of coordinators for students with disabilities.

### **VOCATIONAL REHABILITATION**

Vocational rehabilitation is a process of helping people help themselves, offering services to persons with disabilities who want to work. It presents an opportunity to become independent.

Employment and preparation services are available to persons with disabilities who meet the following requirements:

1. A physical or mental disability that makes it hard to obtain or hold a job.
2. A reasonable expectation that the individual will be able to work after receiving vocational rehabilitation services.

Services are provided regardless of race or color, sex, religion, nationality, type of disability, (as long as it has kept an individual from working), and age (as long as the individual is of working age).

Evaluation, including diagnostic and related services and counseling and guidance are provided without cost. Other services may be available without cost, depending on the individual’s ability to pay.

The rewards of vocational rehabilitation are many and varied. The average rehabilitated person repays the full costs of rehabilitation in state and federal taxes within five years, not to mention savings to public and private welfare agencies, families, and friends. Most important, rehabilitation helps individuals and their families live an effective, independent, and dignified life.

Employers are finding it is good business to hire vocationally rehabilitated people. Working together in partnership benefits us all.

For more information on  
vocational rehabilitation,  
contact the Division of  
Vocational Rehabilitation  
in Olympia at:

(360) 438-8000 or 1-800-637-5627



## Section II – Education & Training Opportunities

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### *Vocational Education Assistance for Persons With Disabilities (cont.)*

#### **Vocational rehabilitation services may include:**

- An evaluation pinpointing strengths and weaknesses through expert medical, psychiatric, social, and psychological evaluations.
- Counseling and guidance to help choose and prepare for work. Factors such as aptitudes, likes and dislikes, and future job openings are taken into consideration.
- Restoration, including surgery, dental care, artificial limbs, medication, psychotherapy, and other services essential to getting suitable employment.
- Training for many occupations at vocational schools, colleges, on the job, or rehabilitation facilities.
- Tuition, books, and equipment costs necessary for training or starting a new job.
- Transportation expenses, during a rehabilitation program in support of other planned services.
- Living allowances, including food, rent, utilities, child care, etc., during the program in cooperation with other agencies.
- Job placement in a suitable job in cooperation with the Washington State Employment Service, training facilities, private employment agencies, etc.
- Follow-up study of an individual's progress on the job to ensure that employment is satisfactory.

## Section II – Education & Training Opportunities

### *Workforce Investment Act*

Workforce Investment Act (WIA) Title I-B services are administered by Workforce Development Councils in 12 Workforce Investment Areas in Washington State (see list of administrative offices below). The councils oversee a WorkSource system made up of a partnership of service provider agencies (see page 146 for a list of WorkSource centers). All employers and job seekers are encouraged to access employment, labor market, and training information available through WorkSource partnerships.

Workforce Development Councils also manage three WIA grants:

1. **Youth Activities Grant** makes it possible to provide disadvantaged youth (ages 14–21) with services such as counseling, tutoring, paid and unpaid work experience, support services, and instruction leading to high school completion or equivalent.
2. **Adult Employment and Training Grant** provides eligible unemployed and underemployed adults with job search assistance and other employment and education services such as English-as-a-Second-Language and occupational skills training.
3. **Dislocated Worker Grant** offers eligible dislocated workers individualized retraining and reemployment services.

### Workforce Investment Areas

#### **The Olympic Workforce Investment Area**

514 Division Street, MS-23  
Port Orchard, WA 98366  
Telephone: (360) 337-7185

#### **The Pacific Mountain Workforce Investment Area**

719 Sleater-Kinney Rd., S.E. #200  
Lacey, WA 98503-1133  
Telephone: (360) 754-4113  
ext. 111

#### **Northwest Washington Workforce Investment Area**

P.O. Box 2009  
Bellingham, WA 98227  
Telephone: (360) 671-1660  
or 1-800-746-8555

#### **Snohomish County Workforce Investment Area**

917 - 134th Street, S.W., B-3  
Everett, WA 98204  
Telephone: (425) 921-3474  
ext. 202

#### **The Seattle-King County Workforce Investment Area**

Market Place One, Suite 250  
2003 Western Avenue  
Seattle, WA 98121-2162  
Telephone: (206) 448-0474

#### **Tacoma-Pierce County Workforce Investment Area**

733 Market Street, Room 21  
Tacoma, WA 98402  
Telephone: (253) 591-5450  
or 1-800-999-8168

#### **Southwest Washington Workforce Investment Area**

111 West 39th Street  
Vancouver, WA 98660  
Telephone: (360) 696-8417  
or (360) 696-8409

#### **The Pentad Workforce Investment Area**

234 North Mission Avenue  
P.O. Box 2360  
Wenatchee, WA 98807-2360  
Telephone: (509) 663-3091

#### **Tri-County Workforce Investment Area**

120 South 3rd, #200-A  
Yakima, WA 98901  
Telephone: (509) 574-1950

#### **Eastern Washington Workforce Investment Area**

320 North Main  
Colville, WA 99114  
Telephone: (509) 684-8421

#### **Benton-Franklin Workforce Investment Area**

6515 West Clearwater, Suite 236  
Kennewick, WA 99336  
Telephone: (509) 735-8543

#### **Spokane City and County Workforce Investment Area**

West 808 Spokane Falls Blvd.  
Room 621  
Spokane, WA 99201  
Telephone: (509) 625-6210

# Section II – Education & Training Opportunities

## Job Corps Program

Job Corps is a national training and employment program administered by the Department of Labor. Job Corps is designed to assist young people who both need and can benefit from the wide range of services provided in the residential settings of Job Corps Center campuses. These services include basic education, vocational skills training,

social skills training, work experience, counseling, health care, and related support services. To be eligible for a Job Corps scholarship, an applicant must be 16–24 years of age; a U.S. citizen or legal resident; meet income guidelines and be ready, willing, and able to participate fully in an educational environment. An applicant must also be willing to sign a pre-admission agreement, pledging support to the Job Corps Zero Tolerance for Violence and Drugs policy.

### Job Corps Center Campuses In Washington State

**Cascades Job Corps Center**

P.O. Box 819  
Sedro Woolley, WA 98284  
Telephone: (360) 856-3400

**Curlew Job Corps Center**

3 Campus Street  
Curlew, WA 99118  
Telephone: (509) 779-4611

**Columbia Basin Job Corps Center**

6539 24th Street, Bldg. 2402  
Moses Lake, WA 98837  
Telephone: (509) 762-5581

**Fort Simcoe Job Corps Center**

40 Abella Lane  
White Swan, WA 98952  
Telephone: (509) 874-2244

# Section II – Education & Training Opportunities

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## *Community Colleges*

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- |   |  |   |
|---|--|---|
| <p>1. <b>Bellevue Community College</b><br/>3000 Landerholm Circle, S.E.<br/>Bellevue, WA 98007-6484<br/>Telephone: (425) 564-1000<br/><a href="http://www.bcc.ctc.edu">website: www.bcc.ctc.edu</a></p>                | <p>7. <b>Edmonds Community College</b><br/>20000 - 68th Avenue West<br/>Lynnwood, WA 98036-5999<br/>Telephone: (425) 640-1500<br/><a href="http://www.edcc.edu">website: www.edcc.edu</a></p>  | <p>13. <b>North Seattle Community College</b><br/>9600 College Way North<br/>Seattle, WA 98103<br/>Telephone: (206) 527-3600<br/><a href="http://nscclx.sccd.ctc.edu">website: nscclx.sccd.ctc.edu</a></p>        |
| <p>2. <b>Big Bend Community College</b><br/>7662 Chanute Street<br/>Moses Lake, WA 98837-3299<br/>Telephone: (509) 762-5351<br/><a href="http://www.bbcc.ctc.edu">website: www.bbcc.ctc.edu</a></p>                     | <p>8. <b>Everett Community College</b><br/>801 Wetmore Avenue<br/>Everett, WA 98201-1327<br/>Telephone: (425) 388-9100<br/><a href="http://www.evcc.ctc.edu">website: www.evcc.ctc.edu</a></p>                                       | <p>14. <b>Olympic College</b><br/>1600 Chester Avenue<br/>Bremerton, WA 98337-1699<br/>Telephone: (360) 792-6050<br/><a href="http://www.oc.ctc.edu">website: www.oc.ctc.edu</a></p>                              |
| <p>3. <b>Cascadia Community College</b><br/>19017 - 120th Ave., N.E.<br/>Suite 102<br/>Bellevue, WA 98011<br/>Telephone: (425) 398-5400<br/><a href="http://www.cascadia.ctc.edu">website: www.cascadia.ctc.edu</a></p> | <p>9. <b>Grays Harbor College</b><br/>1620 Edward P Smith Drive<br/>Aberdeen, WA 98520<br/>Telephone: (360) 532-9020<br/><a href="http://ghc.library.ctc.edu">website: ghc.library.ctc.edu</a></p>                                   | <p>15. <b>Peninsula College</b><br/>1502 East Lauridsen Blvd.<br/>Port Angeles, WA 98362-6698<br/>Telephone: (360) 452-9277<br/><a href="http://www.pc.ctc.edu">website: www.pc.ctc.edu</a></p>                   |
| <p>4. <b>Centralia College</b><br/>600 West Locust Street<br/>Centralia, WA 98531-4099<br/>Telephone: (360) 736-9391<br/><a href="http://www.centralia.ctc.edu">website: www.centralia.ctc.edu</a></p>                  | <p>10. <b>Green River Community College</b><br/>12401 S.E. 320th Street<br/>Auburn, WA 98092-3699<br/>Telephone: (253) 833-9111<br/><a href="http://www.greenriver.ctc.edu">website: www.greenriver.ctc.edu</a></p>                  | <p>16. <b>Pierce College at Fort Steilacoom</b><br/>9401 Farwest Drive, S.W.<br/>Tacoma, WA 98498-9988<br/>Telephone: (253) 964-6500<br/><a href="http://www.pierce.ctc.edu">website: /www.pierce.ctc.edu</a></p> |
| <p>5. <b>Clark College</b><br/>1800 East McLoughlin Blvd.<br/>Vancouver, WA 98663-3379<br/>Telephone: (360) 992-2000<br/><a href="http://www.clark.edu">website: www.clark.edu</a></p>                                  | <p>11. <b>Highline Community College</b><br/>2400 South 240th Street<br/>P.O. Box 98000<br/>Des Moines, WA 98198-9800<br/>Telephone: (206) 878-3710<br/><a href="http://www.highline.ctc.edu">website: /www.highline.ctc.edu</a></p> | <p>17. <b>Pierce College at Puyallup</b><br/>1601 - 39th Avenue, S.E.<br/>Puyallup, WA 98374<br/>Telephone: (253) 840-8400<br/><a href="http://www.pierce.ctc.edu">website: /www.pierce.ctc.edu</a></p>           |
| <p>6. <b>Columbia Basin College</b><br/>2600 North 20th Avenue<br/>Pasco, WA 99301<br/>Telephone: (509) 547-0511<br/><a href="http://www.cbc2.org">website: www.cbc2.org</a></p>  | <p>12. <b>Lower Columbia College</b><br/>1600 Maple Street<br/>P.O. Box 3010<br/>Longview, WA 98632<br/>Telephone: (360) 577-0310<br/><a href="http://lcc.ctc.edu">website: lcc.ctc.edu</a></p>                                      | <p>18. <b>Seattle Central Community College</b><br/>1701 Broadway<br/>Seattle, WA 98122-9905<br/>Telephone: (206) 587-3800<br/><a href="http://edison.sccd.ctc.edu">website: edison.sccd.ctc.edu</a></p>          |

## Section II – Education & Training Opportunities

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### *Community Colleges (cont.)*

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**19. Seattle Vocational Institute**

21205 Jackson Street  
Seattle, WA 98144-2211  
Telephone: (206) 587-4950  
website: [sviweb.sccd.ctc.edu](http://sviweb.sccd.ctc.edu)

**20. Shoreline Community College**

16101 Greenwood Avenue N.  
Seattle, WA 98133  
Telephone: (206) 546-4101  
website: [www.shore.ctc.edu](http://www.shore.ctc.edu)

**21. Skagit Valley College**

2405 East College Way  
Mount Vernon, WA 98273  
Telephone: (360) 416-7600  
website: [www.svc.ctc.edu](http://www.svc.ctc.edu)

**22. South Puget Sound Community College**

2011 Mottman Road, S.W.  
Olympia, WA 98512-6292  
Telephone: (360) 754-7711  
website: [www.spscc.ctc.edu](http://www.spscc.ctc.edu)

**23. South Seattle Community College**

6000 - 16th Avenue, S.W.  
Seattle, WA 98106-1499  
Telephone: (206) 764-5300  
website: [www.sccd.ctc.edu/south](http://www.sccd.ctc.edu/south)

**24. Spokane Community College**

North 1810 Greene Street  
Spokane, WA 99207-5399  
Telephone: (509) 533-7000  
website:  
[www.scc.spokane.cc.wa.us](http://www.scc.spokane.cc.wa.us)

**25. Spokane Falls Community College**

3410 W. Fort George Wright Dr.  
Spokane, WA 99224-5288  
Telephone: (509) 533-3500  
website:  
[www.sfcc.spokane.cc.wa.us](http://www.sfcc.spokane.cc.wa.us)

**26. Tacoma Community College**

6501 South 19th Street  
Tacoma, WA 98466-6100  
Telephone: (253) 566-5000  
website: [www.tacoma.ctc.edu](http://www.tacoma.ctc.edu)

**27. Walla Walla Community College**

500 Tausick Way  
Walla Walla, WA 99362-9267  
Telephone: (509) 522-2500  
website: [www.wallawalla.cc](http://www.wallawalla.cc)

**28. Wenatchee Valley College**

1300 Fifth Street  
Wenatchee, WA 98801-4927  
Telephone: (509) 662-1651  
website: [wvc.ctc.edu](http://wvc.ctc.edu)

**29. Whatcom Community College**

237 West Kellogg Road  
Bellingham, WA 98226-8003  
Telephone: (360) 676-2170  
website: [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu)

**30. Yakima Valley Community College**

16th Avenue & Nob Hill Blvd.  
Yakima, WA 98907  
Telephone: (509) 574-4600  
website: [www.yvcc.cc.wa.us](http://www.yvcc.cc.wa.us)

### *Technical Colleges*

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**31. Bates Technical College**

1101 South Yakima Avenue  
Tacoma, WA 98405-4895  
Telephone: (253) 596-1500  
website: [www.batestc.ctc.edu](http://www.batestc.ctc.edu)

**32. Bellingham Technical College**

3028 Lindbergh Avenue  
Bellingham, WA 98225-1599  
Telephone: (360) 738-0221  
website: [www.beltc.ctc.edu](http://www.beltc.ctc.edu)

**33. Clover Park Technical College**

4500 Steilacoom Blvd., S.W.  
Tacoma, WA 98499-4098  
Telephone: (253) 589-5800  
website: [www.cptc.ctc.edu/cptc](http://www.cptc.ctc.edu/cptc)

**34. Lake Washington Technical College**

11605 - 132nd Avenue, N.E.  
Kirkland, WA 98034-8506  
Telephone: (425) 739-8100  
website: [www.lwtc.ctc.edu](http://www.lwtc.ctc.edu)

**35. Renton Technical College**

3000 N.E. Fourth Street  
Renton, WA 98056-4195  
Telephone: (425) 235-2352  
website: [www.renton-tc.ctc.edu](http://www.renton-tc.ctc.edu)

# Section II – Education & Training Opportunities

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## *Public Colleges & Universities*

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36. **Central Washington University**  
400 East 8th Avenue  
Ellensburg, WA 98926-7500  
Telephone: (509) 963-1111  
[website: www.cwu.edu](http://www.cwu.edu)
37. **Central Washington University**  
Lynnwood Center  
2000 - 68th Avenue, West  
Lynnwood, WA 98036  
Telephone: (425) 640-1574  
[website: www.cwu.edu](http://www.cwu.edu)
38. **Central Washington University**  
SeaTac Center  
2450 South 142nd Avenue  
SeaTac, WA 98188-9288  
Telephone: (206) 439-3800  
[website: www.cwu.edu](http://www.cwu.edu)
39. **Central Washington University**  
Steilacoom Center  
9401 Farwest Drive, S.W.  
Tacoma, WA 98498-1999  
Telephone: (253) 964-6635  
[website: www.cwu.edu](http://www.cwu.edu)
40. **Central Washington University**  
Wenatchee Center  
1300 - 5th Street  
Wenatchee, WA 98801  
Telephone: (509) 665-2600  
[website: www.cwu.edu](http://www.cwu.edu)
41. **Central Washington University**  
Yakima Center  
16th Avenue & Nob Hill Blvd.  
P.O. Box 1647  
Yakima, WA 98907-1647  
Telephone: (509) 575-2587  
[website: www.cwu.edu](http://www.cwu.edu)
42. **Eastern Washington University**  
Cheney, WA 99004-2496  
Telephone: (509) 359-6200  
[website: www.ewu.edu](http://www.ewu.edu)
43. **The Evergreen State College**  
Mailstop TA-00  
Olympia, WA 98505  
Telephone: (360) 866-6000  
[website: www.evergreen.edu](http://www.evergreen.edu)
44. **University of Washington**  
Seattle, WA 98195-0001  
Telephone: (206) 543-2100  
[website: www.washington.edu](http://www.washington.edu)
45. **University of Washington**  
Bothell Campus  
Canyon Park Business Center  
22011 26th Avenue, S.E..  
Bothell, WA 98021-4900  
Telephone: (425) 685-5300  
[website: bothell.washington.edu](http://bothell.washington.edu)
46. **University of Washington**  
Tacoma Campus  
Perkins Building, 1103 A Street  
Tacoma, WA 98402-3100  
Telephone: (206) 552-4400  
[website: www.tacoma.washington.edu](http://www.tacoma.washington.edu)
47. **Washington State University**  
Pullman, WA 99164  
Telephone: (509) 335-3564  
[website: www.wsu.edu](http://www.wsu.edu)
48. **Washington State University**  
Spokane Campus  
601 West First Avenue  
Spokane, WA 99204-0399  
Telephone: (509) 358-7500  
[website: www.spokane.wsu.edu](http://www.spokane.wsu.edu)
49. **Washington State University**  
Tri-Cities Campus  
100 Sprout Road  
Richland, WA 99352-1643  
Telephone: (509) 372-7000  
[website: www.tricity.wsu.edu](http://www.tricity.wsu.edu)
50. **Washington State University**  
Vancouver Campus  
14204 N.E. Salmon Creek Ave.  
Vancouver, WA 98686-9600  
Telephone: (360) 546-9788  
[website: www.vancouver.wsu.edu](http://www.vancouver.wsu.edu)
51. **Western Washington University**  
Bellingham, WA 98225  
Telephone: (360) 650-3000  
[website: www.wvu.edu](http://www.wvu.edu)

## Section II – Education & Training Opportunities

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### *Independent Colleges & Universities*

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\* Degree programs accredited by an agency recognized by the U.S. Department of Education, but exempted from state jurisdiction.

**52. Antioch University**

2607 2nd Avenue  
Seattle, WA 98121  
Telephone: (206) 441-5352

website: [www.seattleantioch.edu](http://www.seattleantioch.edu)

**57. Northwest College of Art**

16464 State Highway 305  
Poulsbo, WA 98370  
Telephone: (360) 779-9993

website: [www.nca.edu](http://www.nca.edu)

**63. Seattle University  
School of Law**

Seattle, WA 98122  
Telephone: (206) 296-6000

**53. City University**

335 - 116th Avenue, S.E.  
Bellevue, WA 98004  
Telephone: (425) 643-2000

website: [www.cityu.edu](http://www.cityu.edu)

**58. Northwest College**

5520 - 108th, N.E.  
Kirkland, WA 98083-0579  
Telephone: (425) 425-8266

website: [www.nwcollege.edu](http://www.nwcollege.edu)

**64. University of  
Puget Sound**

1500 North Warner  
Tacoma, WA 98416  
Telephone: (253) 756-3100

website: [www.ups.edu](http://www.ups.edu)

**54. DigiPen Institute  
of Technology**

5001 - 150th Avenue, N.E.  
Redmond, WA 98052  
Telephone: (425) 558-0299

website: [www.digipen.edu](http://www.digipen.edu)

**59. Pacific Lutheran University**

12180 Park Avenue South  
Tacoma, WA 98447  
Telephone: (253) 531-6900

website: [www.plu.edu](http://www.plu.edu)

**65. Walla Walla College**

204 South College Avenue  
College Place, WA 99324  
Telephone: (509) 527-2615

website: [www.wwc.edu](http://www.wwc.edu)

**55. Gonzaga University**

East 502 Boone Avenue  
Spokane, WA 99258  
Telephone: (509) 328-4220

website: [www.gonzaga.edu](http://www.gonzaga.edu)

**60. Saint Martin's College**

Lacey, WA 98503  
Telephone: (360) 491-4700

website: [www.stmartin.edu](http://www.stmartin.edu)

**66. Whitman College**

Walla Walla, WA 99362  
Telephone: (509) 527-5111

website: [www.whitman.edu](http://www.whitman.edu)

**56. Heritage College \***

3240 Fort Road  
Toppenish, WA 98948  
Telephone: (509) 865-2244

website: [www.heritage.edu](http://www.heritage.edu)

**61. Seattle Pacific University**

3307 - 3rd Avenue West  
Seattle, WA 98119  
Telephone: (206) 281-2000

website: [www.spu.edu](http://www.spu.edu)

**67. Whitworth College**

Spokane, WA 99251  
Telephone: (509) 466-1000

website: [www.whitworth.edu](http://www.whitworth.edu)

**62. Seattle University**

Seattle, WA 98122  
Telephone: (206) 296-6000

website: [www.seattleu.edu](http://www.seattleu.edu)



## Section II – Education & Training Opportunities

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### *Private Career Schools*

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This list is current as of October 2001. For the most current listing of private career schools, see the Workforce Training and Education Coordinating Board website at [www.wtb.wa.gov](http://www.wtb.wa.gov).

\* Schools licensed for certificate/diploma and offering degree programs.

**68. A to Z Computer  
Office Training**

1700 S.E. Mile Hill Dr., #201  
Port Orchard, WA 98366  
Telephone: (360) 876-5540

email:

[atoz-computer@worldnet.att.net](mailto:atoz-computer@worldnet.att.net)

website:

[www.atozcomputerofficetraining.com](http://www.atozcomputerofficetraining.com)

**69. Academy for  
Coach Training**

16301 N.E. 8th St., #216  
Bellevue, WA 98008  
Telephone: (425) 401-0309

email: [info@coachtraining.com](mailto:info@coachtraining.com)

website: [www.coachtraining.com](http://www.coachtraining.com)

**70. Academy of Orthodontic  
Assisting**

805 - 164th St., S.E., #200  
Mill Creek, WA 98012  
Telephone: (425) 741-2641  
or (425) 742-7717

website: [www.orthoassist.com](http://www.orthoassist.com)

**71. Academy of Travel  
Careers, Inc.**

15015 Main St., #213  
Bellevue, WA 98007  
Telephone: (425) 747-8949

email:

[denise@academyoftravel.com](mailto:denise@academyoftravel.com)

website: [www.academyoftravel.com](http://www.academyoftravel.com)

**72. Ace Academy**

2515 Olympia Hwy. N., #C  
Shelton, WA 98584  
Telephone: (360) 427-9409

**73. ACN Technical Institute**

20007 - 44th Ave. W., #A  
Lynnwood, WA 98036-6744  
Telephone: (425) 775-4926

email: [admin@acnti.com](mailto:admin@acnti.com)

website: [www.acnti.com](http://www.acnti.com)

**74. ActNow Personnel  
& Training Services**

303 West B Street  
Yakima, WA 98902-2642  
Telephone: (509) 454-8124

email: [ACTNOW@nwinfo.net](mailto:ACTNOW@nwinfo.net)

**75. Adams Career  
Solutions, LLC**

10900 N.E. Fourth, #1000  
Bellevue, WA 98004  
Telephone: (425) 646-8790

email:

[bellevue@adamscareersolutions.com](mailto:bellevue@adamscareersolutions.com)

website:

[www.adamscareersolutions.com](http://www.adamscareersolutions.com)

**76. Adams Career  
Solutions, LLC**

16400 Southcenter Parkway  
#400  
Tukwila, WA 98188  
Telephone: (206) 575-1960

email:

[southcenter@adamsandassoc.com](mailto:southcenter@adamsandassoc.com)

website:

[adamscareersolutions.com](http://adamscareersolutions.com)

**77. Alexandar School of Natural  
Therapeutics, Inc.**

4032 Pacific Avenue  
Tacoma, WA 98408  
Telephone: (253) 473-1142

email:

[info@alexandarmassachs.com](mailto:info@alexandarmassachs.com)

website:

[www.alexandarmassagesch.com](http://www.alexandarmassagesch.com)

**78. AlmaTech Resource  
Institute**

15 South Grady Way, #B-19  
Renton, WA 98055  
Telephone: (425) 917-1800

email: [lina@almatech.net](mailto:lina@almatech.net)

website: [www.almatech.net](http://www.almatech.net)

**79. AMASIA College**

501 South Jackson Street  
Seattle, WA 98104  
Telephone: (206) 682-2423

email: [amasiacollege@wa.freei.net](mailto:amasiacollege@wa.freei.net)

**80. American Institute of  
Clinical Massage**

780 Pines Road, #105  
Post Falls, ID 83854  
Telephone: (208) 457-8909

email: [aicmtouch.com](mailto:aicmtouch.com)

website: [aicmtouch.com](http://aicmtouch.com)

**81. American Institute of  
Medical Sciences**

10564 - 5th Ave., N.E., #102  
Seattle, WA 98125  
Telephone: (206) 364-4979

email: [aims1st@aol.com](mailto:aims1st@aol.com)

website: [www.getmedtraining.com](http://www.getmedtraining.com)

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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**82. American School  
of Broadcast**

915 West Second Ave., #5  
Spokane, WA 99201  
Telephone: (509) 535-1010  
or 1-800-369-3258

email: [asbschool@msn.com](mailto:asbschool@msn.com)  
website:  
[www.americanradioschool.com](http://www.americanradioschool.com)

**83. American Sign Language  
& Interpreting School  
of Seattle**

2366 Eastlake Ave. E., #218  
P.O. Box 31468  
Seattle, WA 98103  
Telephone: (206) 860-3503

email: [aslis@juno.com](mailto:aslis@juno.com)  
website: [www.aslis.org](http://www.aslis.org)

**84. Ancient Arts Massage  
School and Clinic**

750 Swift Boulevard, #18  
Richland, WA 99352  
Telephone: (509) 946-9575

email: [SPA7035641@AOL.com](mailto:SPA7035641@AOL.com)

**85. Anita's School of  
Electrolysis**

3320 North Addison  
Spokane, WA 99207  
Telephone: (509) 487-1982

email: [aniji@msn.com](mailto:aniji@msn.com)

**86. Apollo College**

2600 S.E. 98th Avenue  
Portland, OR 97266-1302  
Telephone: (503) 761-6100

email: [mwhite@apollocollege.com](mailto:mwhite@apollocollege.com)  
website: [www.apollocollege.com](http://www.apollocollege.com)

**87. Apollo College**

North 1101 Fancher Road  
Spokane, WA 99212  
Telephone: (509) 532-8888

email: [mwhite@apollocollege.com](mailto:mwhite@apollocollege.com)  
website: [www.apollocollege.com](http://www.apollocollege.com)

**88. Argus Pacific, Inc.**

1900 West Nickerson, #315  
Seattle, WA 98119  
Telephone: (206) 285-3373

email: [sparker@arguspacific.com](mailto:sparker@arguspacific.com)  
website: [www.arguspacific.com](http://www.arguspacific.com)

**89. Arizona Automotive Institute**

6829 North 46th Avenue  
Glendale, AZ 85301-3597  
Telephone: (623) 934-7273

email: [sandi@azautoinst.com](mailto:sandi@azautoinst.com)  
website: [azautoinst.com](http://azautoinst.com)

**90. Art Institute of Seattle**

2323 Elliott Avenue  
Seattle, WA 98121  
Telephone: (206) 448-0900

email: [schultz@aia.edu](mailto:schultz@aia.edu)  
website: [www.aia.edu](http://www.aia.edu)

**91. Art Instruction Schools,  
Inc., Palmer Write**

3309 N.E. Broadway  
Minneapolis, MN 55413  
Telephone: (612) 339-6656

email: [jturner@artists-ais.com](mailto:jturner@artists-ais.com)  
website: [www.artists-ais.com](http://www.artists-ais.com)

**92. Ashmead College  
Everett Campus**

2721 Wetmore Avenue  
Everett, WA 98201  
Telephone: (425) 339-2678

email:  
[lgoulart@ashmeadcollege.com](mailto:lgoulart@ashmeadcollege.com)  
website: [www.ashmeadcollege.com](http://www.ashmeadcollege.com)

**93. Ashmead College  
Fife Campus**

5005 Pacific Highway E., #20  
Fife, WA 98424-2617  
Telephone: (253) 926-1435

email:  
[lgouart@ashmeadcollege.com](mailto:lgouart@ashmeadcollege.com)  
website: [www.ashmeadcollege.com](http://www.ashmeadcollege.com)

**94. Ashmead College  
Seattle Campus**

Northgate Meridian Building  
2111 N. Northgate Way, #218  
Seattle, WA 98122-9018  
Telephone: (206) 985-6518

email:  
[lgouart@ashmeadcollege.com](mailto:lgouart@ashmeadcollege.com)  
website: [www.ashmeadcollege.com](http://www.ashmeadcollege.com)

**95. Ashmead College  
Vancouver Campus**

120 N.E. 136th Ave., #220  
Vancouver, WA 98684  
Telephone: (360) 885-3152

email:  
[lgouart@ashmeadcollege.com](mailto:lgouart@ashmeadcollege.com)  
website: [www.ashmeadcollege.com](http://www.ashmeadcollege.com)

**96. Aster Technology Institute**

6430 Tacoma Mall Blvd.  
Tacoma, WA 98409-7244  
Telephone: (253) 471-0900

email:  
[zerom@msn.com](mailto:zerom@msn.com)  
website:  
[www.AsterTechnologyInstitute.com](http://www.AsterTechnologyInstitute.com)

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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**97. At-Home Professions**

2001 Lowe Street  
Fort Collins, CO 80525  
Telephone: (970) 225-6300

**98. Avalon Academy**

8821 – 51th Avenue, S.E.  
Marysville, WA 98270  
Telephone: (360) 653-3240  
email: [avalonwellness@cs.com](mailto:avalonwellness@cs.com)

**99. Barbizon School of Seattle**

1501 Fourth Avenue, #305  
Seattle, WA 98101  
Telephone: (206) 223-1500

website:  
[www.barbizonmodeling.com](http://www.barbizonmodeling.com)

**100. Bartending Academy**

12811 -8th Ave. W., #C205  
Everett, WA 98204  
Telephone: (425) 355-2866

**101. Bartending Academy**

15 South Oregon Ave., #103  
Tacoma, WA 98409  
Telephone: (253) 474-0330

**102. Bartending Academy of Burien**

447 – 152th, N.W.  
Burien, WA 98166  
Telephone: (206) 244-4300

**103. Bartending Academy of Everett**

12811 - 8th Ave. W., #C-205  
Everett, WA 98204  
Telephone: (425) 355-2866

**104. Bartending Academy of Spokane**

12510 E. Sprague Ave., #6  
Spokane, WA 99216  
Telephone: (509) 228-9393

**105. Bartending College**

122 Bronson Way, #170  
Renton, WA 98055  
Telephone: (509) 228-9393

**106. Bellevue Massage School**

16301 N.E. Eighth, #106  
Bellevue, WA 98008  
Telephone: (425) 641-3409

**107. Bennett/Stellar University of NLP & Hypnotherapy**

1324 North 77th Street  
Seattle, WA 98103  
Telephone: (206) 729-8658

email: [bestu@home.com](mailto:bestu@home.com)  
website: [www.imagineit.org](http://www.imagineit.org)

**108. Blackjack Academy of Gaming**

15505 First Avenue, #1  
Burien, WA 98166  
Telephone: (206) 988-5018

**109. Bodymechanics School of Myotherapy & Massage**

3920 Capital Mall Dr., S.W.  
#404  
Olympia, WA 98502  
Telephone: (360) 786-8582  
email: [school@bodymechanics.net](mailto:school@bodymechanics.net)  
website: [www.bodymechanics.net](http://www.bodymechanics.net)

**110. BodyMind Academy**

1247 - 120th Ave. N.E., #K  
Bellevue, WA 98005  
Telephone: (425) 35-0145

website: [www.bodymind-academy.com](http://www.bodymind-academy.com)

**111. BodyMind Energetics Institute**

15832 – 34th Ave., N.E.  
Seattle, WA 98155  
Telephone: (206) 361-4700

email: [bmenergetics@aol.com](mailto:bmenergetics@aol.com)

**112. Brenneke School of Massage**

160 Roy Street  
P.O. Box 9886  
Seattle, WA 98109  
Telephone: (206) 282-1233

email: [info@brennekeschool.com](mailto:info@brennekeschool.com)  
website:  
[www.brennekeschool.com](http://www.brennekeschool.com)

**113. Brian Utting School of Massage**

900 Thomas Street, #200  
Seattle, WA 98109  
Telephone: (206) 292-8055

email: [admin@busm.com](mailto:admin@busm.com)  
website: [www.busm.com](http://www.busm.com)

**114. Brudvik School of Refrigeration**

20926 - 63th Ave. W., #B  
Lynnwood, WA 98036  
Telephone: (425) 771-6024

**115. Bryman College**

17900 Pacific Hwy. S., #400  
SeaTac, WA 98188  
Telephone: (206) 241-5825

email: [rjohnson@ccil.edu](mailto:rjohnson@ccil.edu)  
website: [www.cci.edu](http://www.cci.edu)

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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116. **Bryman School of Phoenix**  
4343 North 16th Street  
Phoenix, AZ 85106  
Telephone: (602) 274-4300  
website:  
[www.hightechschoools.com](http://www.hightechschoools.com)
117. **Bubbles Below, the Scuba Professionals, LLC**  
17315 - 140th Avenue, N.E.  
Woodinville, WA 98072-6879  
Telephone: (425) 4244-3483  
email: [info@bubblesbelow.com](mailto:info@bubblesbelow.com)  
website: [www.bubblesbelow.com](http://www.bubblesbelow.com)
118. **Business Computer Training Institute Everett Campus**  
500 S.E. Everett Mall Way  
#B-200  
Everett, WA 98208-3244  
Telephone: (425) 438-9700  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
119. **Business Computer Training Institute Fife Campus**  
5580 Pacific Highway E., #B  
Fife, WA 98424-2500  
Telephone: (253) 922-7607  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
120. **Business Computer Training Institute Lacey Campus**  
606 Sleater-Kinney Rd., S.E.  
Lacey, WA 98503-1008  
Telephone: (360) 459-7900  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
121. **Business Computer Training Institute Tacoma Campus**  
5825 Tacoma Mall Boulevard  
Tacoma, WA 98409-6917  
Telephone: (253) 475-1980  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
122. **Business Computer Training Institute Tukwila Campus**  
15445 - 53th Avenue South  
Tukwila, WA 98188-2338  
Telephone: (206) 431-8644  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
123. **Business Computer Training Institute Vancouver Campus**  
204 S.E. Stone Mill Dr., #200  
Vancouver, WA 98684-6981  
Telephone: (360) 253-2007  
email: [rtulloch@bcti.org](mailto:rtulloch@bcti.org)  
website: [www.bcti.org](http://www.bcti.org)
124. **Cambridge College**  
12500 East Iliff Ave., #100  
Aurora, CO 80014  
Telephone: (303) 338-9700  
email: [www.hightechschoools.com](http://www.hightechschoools.com)
125. **Capital Business Machines Learning Center**  
3660 Pacific Ave., S.E.  
Olympia, WA 98501  
Telephone: (360) 491-6000  
email: [info-cbml@cbm-wa.com](mailto:info-cbml@cbm-wa.com)  
website: [www.cbm-wa.com](http://www.cbm-wa.com)
126. **Casino Dealer School North**  
9685 Firdale Avenue  
Edmonds, WA 98020  
Telephone: (206) 533-0688  
email:  
[cashback123@earthlink.net](mailto:cashback123@earthlink.net)
127. **Casino Dealer School**  
807 Grand Boulevard  
Vancouver, WA 98661  
Telephone: (360) 906-1579  
email:  
[cashback123@earthlink.net](mailto:cashback123@earthlink.net)
128. **Cat Tales Zoological Training Center**  
17020 North Newport Hwy.  
Mead, WA 99021-9539  
Telephone: (509) 238-4126  
email: [mail@zooschool.or](mailto:mail@zooschool.or)  
website: [www.zooschool.org](http://www.zooschool.org)
129. **Cedar Mountain Center for Massage, Inc.**  
5601 N.E. St. Johns Road  
Vancouver, WA 98661  
Telephone: (360) 696-2210  
email:  
[sandy@cedarmountainmassage.com](mailto:sandy@cedarmountainmassage.com)  
website:  
[www.cedarmountainmassage.com](http://www.cedarmountainmassage.com)
130. **Center for Object Relations**  
2107 Elliott Avenue, #310  
Seattle, WA 98121  
Telephone: (206) 443-9045

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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131. **Certificate Program in Clinical Theory & Practice**  
11911 N.E. First, #206  
Bellevue, WA 98005  
Telephone: (206) 461-3883  
email: kmyers@family-services.org  
website: www.family-services.org
132. **Check Ride Driver Training Services**  
13632 N.E. 177th Place  
P.O. Box 632  
Woodinville, WA 98072  
Telephone: (425) 402-8200  
website: www.check-ride.com
133. **Clayton Group Services, Inc.**  
4636 E. Marginal Way S., #215  
Seattle, WA 98134  
Telephone: (206) 763-7364  
website: www.claytongrp.com
134. **Clinton Technical Institute Motorcycle Mechanics Institute**  
2844 West Deer Valley Road  
Phoenix, AZ 85027  
Telephone: (623) 869-9644  
email: gggreen@uticorp.com  
website: uticorp.com
135. **Clinton Technical Institute Motorcycle & Marine Mechanics Institute Division**  
9751 Delegates Drive  
Orlando, FL 32837  
Telephone: (407) 240-2422  
email: gggreen@uticorp.com  
website: uticorp.com
136. **Cole & Associates, Training & Consulting, Inc.**  
451 S.W. Tenth Street, #100  
Renton, WA 98055  
Telephone: (425) 793-5505  
email: tqalls@ctcbear.com  
website: www.ctcbear.com
137. **College of Emergency Services**  
21609 N.E. 72nd Avenue  
Battle Ground, WA 98604  
Telephone: (360) 687-8287  
email: ces@ces-ems.org  
website: www.ces-ems.org
138. **Collins College**  
1140 South Priest Drive  
Tempe, AZ 85281  
Telephone: (602) 966-3000  
email: joan@alcollins.com  
website: www.alcollins.com
139. **Columbia Massage Institute**  
712 Swift Boulevard, #3B  
Richland, WA 99352  
Telephone: (509) 943-1083  
email: lctunnell@owt.com
140. **Commercial Driver Services, Inc.**  
2310 South 84th St., #20  
Lakewood, WA 98499  
Telephone: (253) 983-0200  
email: commercialdriverservices@uswestmail.net  
website: www.commercialdriversvcs.com
141. **Computer Learning Centers**  
1025 Black Lake Blvd., #3A  
Olympia, WA 98503  
Telephone: (360) 754-9565  
email: daveb@tcbb.com  
website: www.tcbb.com
142. **Computer Training Center**  
408 South Chelan Avenue  
Wenatchee, WA 98801-2176  
Telephone: (509) 663-3272  
email: dean@deancpa.com  
website: www.deancpa.com
143. **Concorde Career Institute**  
1827 N.E. 44th Avenue  
Portland, OR 97213  
Telephone: (503) 281-4181  
email: klambert@concordecareercolleges.com  
website: www.concordecareercolleges.com
144. **Construction Industry Training Council**  
1930 - 116th Ave., N.E.  
Bellevue, WA 98004  
Telephone: (425) 454-2482  
email: citc@citcwa.com  
website: www.citcwa.com
145. **Court Reporting Institute/ CRI Computer Training**  
929 North 130th Street, #2  
Seattle, WA 98133  
Telephone: (206) 363-8300  
website: www.cri.org
146. **Crawford Nautical School**  
353 Alaskan Way South  
P.O. Box 4890  
Seattle, WA 98104-0890  
Telephone: (206) 667-9377



## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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147. **Dental Assistant Training Center, Division of Dental Careers**  
3216 N.E. 45th Place, #213  
Seattle, WA 98105  
Telephone: (206) 522-7320  
email: [brosend@oal.com](mailto:brosend@oal.com)
148. **Design Education**  
40908 Meridian East  
Eatonville, WA 98328  
Telephone: (360) 832-3506  
email: [gdmartin@mashell-com](mailto:gdmartin@mashell-com)
149. **Divers Institute of Technology**  
4315 - 11th Ave., N.W.  
P.O. Box 70667  
Seattle, WA 98107-0667  
Telephone: (206) 783-5542  
email: [krussell@diversinstitute.com](mailto:krussell@diversinstitute.com)  
website: [www.diversinstitute.com](http://www.diversinstitute.com)
150. **Earthwalk School of Energy Healing**  
9631 Firdale Avenue  
Edmonds, WA 98020-6519  
Telephone: (206) 533-0667  
email: [earthwalkschool@aol.com](mailto:earthwalkschool@aol.com)
151. **Emil Fries Piano Hospital & Training Center**  
2510 East Evergreen Blvd.  
Vancouver, WA 98661-4323  
Telephone: (360) 693-1511  
email: [pianohospital@pianotuningschool.org](mailto:pianohospital@pianotuningschool.org)  
website: [www.pianotuningschool.org](http://www.pianotuningschool.org)
152. **Eton Technical Institute**  
209 East Casino Road  
Everett, WA 98208  
Telephone: (425) 353-4888  
email: [lillquist.s@etontech.com](mailto:lillquist.s@etontech.com)  
website: [www.etontech.com](http://www.etontech.com)
153. **Eton Technical Institute**  
31919 Sixth Avenue South  
Federal Way, WA 98003  
Telephone: (253) 941-5800  
email: [graham.n@etontech.com](mailto:graham.n@etontech.com)  
website: [www.etontech.com](http://www.etontech.com)
154. **Eton Technical Institute**  
3649 Frontage Road, #A  
Port Orchard, WA 98367  
Telephone: (360) 479-3866  
email: [stewart.t@etontech.com](mailto:stewart.t@etontech.com)  
website: [www.etontech.com](http://www.etontech.com)
155. **Evergreen Hypnosis Academy**  
9125 Central Valley Road  
P.O. Box 3272  
Silverdale, WA 98383  
Telephone: (360) 692-2633  
email: [wizardsnw@aol.com](mailto:wizardsnw@aol.com)
156. **Experience I.T!**  
11627 Airport Road, #E  
Everett, WA 98204  
Telephone: (425) 347-2474  
email: [eit@uswest.net](mailto:eit@uswest.net)  
website: [www.robustnet.com](http://www.robustnet.com)
157. **Experience I.T!**  
5009 Pacific Highway E.  
#21-W  
Fife, WA 98424-3432  
Telephone: (253) 922-0185  
email: [eit@uswest.net](mailto:eit@uswest.net)  
website: [www.robustnet.com](http://www.robustnet.com)
158. **Floral Design Institute**  
2701 N.W. Vaughn, #429  
Portland, OR 97210  
Telephone: (503) 223-8089  
email: [dkesler@telepart.com](mailto:dkesler@telepart.com)  
website: [www.floraldesigninstitute.com](http://www.floraldesigninstitute.com)
159. **Floral Design Institute**  
911 Western Avenue, #575  
Seattle, WA 98104  
Telephone: (206) 749-9464  
email: [dkesler@telepart.com](mailto:dkesler@telepart.com)  
website: [www.floraldesigninstitute.com](http://www.floraldesigninstitute.com)
160. **Fourth R of Seattle & Mercer Island**  
2820 Thorndyke Ave. West  
Seattle, WA 98199-2934  
Telephone: (206) 8861  
email: [fourrsea@nwlinc.com](mailto:fourrsea@nwlinc.com)  
website: [www.fourthr.com](http://www.fourthr.com)
161. **Fourth R of Whatcom County**  
333 Telegraph Road  
Bellingham, WA 98226-8751  
Telephone: (360) 752-0501  
email: [fourthr@nw-itt.com](mailto:fourthr@nw-itt.com)  
website: [www.nw-itt.com](http://www.nw-itt.com)
162. **Franklin Institute of Sales**  
3312 N.E. 202  
Seattle, WA 98155  
Telephone: (503) 699-9211  
email: [palmer@hevanet.com](mailto:palmer@hevanet.com)  
website: [fissales.com](http://fissales.com)



## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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163. **Fryar's Maritime Services**  
1200 East 33rd Street  
Vancouver, WA 98663  
Telephone: (360) 737-8022
164. **Gabriel Institute**  
22515 - 100th Place, S.W.  
Vashon, WA 98070  
Telephone: (206) 463-1227  
email: gabriel.institute@worldnet.att.net
165. **Gene Juarez Advanced Training Salon**  
1901 Fourth Avenue  
Seattle, WA 98101  
Telephone: (206) 622-6611  
email: cindym@genejuarez.com  
website: www.genejuarez.com
166. **Global Network Technologies, Inc.**  
500 South 336th, #203  
Federal Way, WA 98003  
Telephone: (253) 924-1680  
email: zhacarys@gnt-inc.com  
website: www.gnt-inc.com
167. **GMC Training Institute**  
109 West Second Street  
Grandview, WA 98930-1362  
Telephone: (509) 882-2523  
email: gmc@quicktel.com
168. **Grandview Training Center**  
912 Hillcrest Avenue  
Grandview, WA 98930  
Telephone: (509) 882-1200
169. **Great Wall Dealers Training Center**  
3121 South 38th Street  
Tacoma, WA 98409-5611  
Telephone: (253) 473-2500
170. **H & R Block Education & Training**
- a. **H & R Block**  
301 South Third Street  
Renton, WA 98055  
Telephone: (253) 852-8020  
email: krenton@qwest.net
- b. **H & R Block Basic Income Tax Course**  
211 West Wishkah  
Aberdeen, WA 98520  
Telephone: (360) 532-0575  
email: mcwhorter@techline.com
- c. **H & R Block Basic Income Tax Course**  
1289 State Avenue, #C  
Marysville, WA 98270  
Telephone: (360) 653-3591
- d. **H & R Block Basic Income Tax School**  
California Avenue  
3717 California Avenue  
S.W., #101  
Seattle, WA 98116  
Telephone: (206) 935-21613  
email: cprice@hrblock.com  
website: www.hrblock.com
- e. **H & R Block Income Tax Course**  
15015 Main Street  
Bellevue, WA 98007  
Telephone: (425) 643-1730  
email: jhunt@hrblock.com  
website: www.hrblock.com
- f. **H & R Block Income Tax Course**  
2512 Meridian Street  
Bellingham, WA 98225  
Telephone: (360) 733-2327  
email: lcole@hrblock.com
- g. **H & R Block Income Tax Course**  
218 S.W. 152nd Street  
Burien, WA 98166-2308  
Telephone: (206) 246-4592
- h. **H & R Block Income Tax Course**  
7010 Evergreen Way  
Everett, WA 98203  
Telephone: (425) 355-6810  
email: jhunt@hrblock.com  
website: www.hrblock.com
- i. **H & R Block Income Tax Course**  
1331 S.W. Barlow Street  
Oak Harbor, WA 98277-3159  
Telephone: (360) 675-9588  
email: mcnamara@whidbey.net
- j. **H & R Block Income Tax Course**  
7626 South Tacoma Way  
Tacoma, WA 98409  
Telephone: (253) 475-9500  
email: jhunt@hrblock.com  
website: www.hrblock.com
- k. **H & R Block Income Tax Course**  
108 Third Street, S.E.  
Yelm, WA 98597  
Telephone: (360) 458-3499  
email: pkitcher@attglobal.net
- l. **H & R Block Income Tax Course School**  
19618 SR 2  
Monroe, WA 98272-1536  
Telephone: (360) 794-4402
- m. **H & R Block Income Tax Course**  
Rainier Avenue  
9305 Rainier Avenue South  
Seattle, WA 98118  
Telephone: (206) 721-5343

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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- n. **H & R Block Income Tax Preparation School**  
4018-A W. Clearwater Ave.  
Kennewick, WA 99336  
Telephone: (509) 783-5402  
email:  
dbrunson@3-cities.com
- o. **H & R Block Income Tax Preparation School**  
1701 North Division  
Spokane, WA 99207-2310  
Telephone: (509) 325-9270  
email: sbolles@icehouse.net  
website:  
www.handbrook.com
- p. **H & R Block Income Tax School**  
17318 Pacific Avenue  
Spanaway, WA 98387  
Telephone: (253) 537-2880  
email:  
dkesselhrb@foxinternet.com
- q. **H & R Block Income Tax School**  
2010 Main Street  
Vancouver, WA 98660  
Telephone: (360) 695-8530  
email: rmcnall@attglobal.net
- r. **H & R Block Income Tax Training School**  
2817 Wheaton Way  
Ste. 101  
Bremerton, WA  
98310-3440  
Telephone: (360) 405-1040
- s. **H & R Block Income Tax Training School**  
1757 North National Ave.  
Chehalis, WA 98532  
Telephone: (360) 748-6088  
email: hrblock@quick.com
- t. **H & R Block Income Tax Training School**  
22021 - 7th Ave. South, #4  
Des Moines, WA 98198  
Telephone: (206) 824-8000  
email: dhmorris@cs.com
- u. **H & R Block Income Tax Training School**  
9842 Gravelly Lake, S.W.  
Lakewood, WA 98499  
Telephone: (253) 584-6434  
email:  
barjohnson@hrblock.com
- v. **H & R Block Income Tax Training School**  
1200 Cooper Point Rd.  
#312  
Olympia, WA 98502  
Telephone: (360) 786-1635  
email:  
73137.327@compuserve.com
- w. **H & R Block Income Tax Training School**  
622 East Front Street  
Port Angeles, WA 98362  
Telephone: (360) 452-8485  
email: joyb@tenforward.com  
website: www.hrblock.com
- x. **H & R Block Seattle Center Income Tax Training School**  
174 Denny Way  
Seattle, WA 98109-4915  
Telephone: (206) 441-1040  
email:  
ssprenger@hrblock.com  
website: www.hrblock.com
- y. **H & R Block Tax School**  
350 Triangle Mall  
Longview, WA 98632  
Telephone: (360) 423-2290  
email: elienai@kalama.com
- z. **H & R Block Tax Training School**  
10312 - 120th St. East, #14  
Puyallup, WA 98374  
Telephone: (253) 848-9133
- aa. **H & R Block Tax Training School**  
835 N.E. Northgate Way  
Seattle, WA 98125  
Telephone: (206) 361-1040  
email: drbliss@hrblock.net
- bb. **H & R Block Tax Training School**  
1231 North 205th Street  
Shoreline, WA 98133  
Telephone: (206) 542-6310
171. **Heuristic Profiling™ Institute**  
300 Vuemont Pl., N.E., #T-204  
Renton, WA 98056  
Telephone: (425) 271-3357  
email: sjcox@w-link.net
172. **Hi-Tech Learning Center**  
2505 S. 320th St., Suite 610  
Federal Way, WA 98003  
Telephone: (425) 348-9797  
email: info@go2cert.com  
website: www.go2cert.com
173. **Hi-Tech Learning Center**  
1203 Everett Mall Way, #R  
Everett, WA 98208-2866  
Telephone: (425) 348-9797  
email: info@go2cert.com
174. **High-Tech Institute**  
1515 East Indian School Rd.  
Phoenix, AZ 85014-4901  
Telephone: (602) 279-9700  
website:  
www.hightechschoools.com

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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175. **Hillcrest Training Center**  
721 Otis Avenue  
Sunnyside, WA 98944  
Telephone: (509) 837-2122
176. **Humanix**  
9507 East Sprague Avenue  
Spokane, WA 99206  
Telephone: (509) 467-0062  
email: [nnelson@humanix.com](mailto:nnelson@humanix.com)  
website: [www.humanix.com](http://www.humanix.com)
177. **Humanix Technology Centers**  
7307 North Division, #200  
Spokane, WA 99208  
Telephone: (509) 467-0062  
email: [rquant@humanix.com](mailto:rquant@humanix.com)  
website: [www.humanix.com](http://www.humanix.com)
178. **HVAC Training School**  
23024 Brier Road  
Brier, WA 98036  
Telephone: (425) 778-2510  
email: [hvac@hvacschool.com](mailto:hvac@hvacschool.com)  
website: [www.hvacschool.com](http://www.hvacschool.com)
179. **Hypnotherapy Institute of Spokane**  
2732 North Nelson Street  
Spokane, WA 99207  
Telephone: (509) 327-4465  
email: [miracleshappen@home.com](mailto:miracleshappen@home.com)  
website: [www.hypnotherapyinstitute.org](http://www.hypnotherapyinstitute.org)
180. **Inland Massage Institute**  
111 East Magnesium Rd., #F  
Spokane, WA 99208  
Telephone: (509) 465-3033  
website: [www.inlandmassage.com](http://www.inlandmassage.com)
181. **Institute for Therapeutic Learning**  
9322 - 21st Avenue, N.W.  
Seattle, WA 98117  
Telephone: (206) 783-1838  
email: [jelias@sprynet.com](mailto:jelias@sprynet.com)  
website: [home.sprynet.com/~jelias](http://home.sprynet.com/~jelias)
182. **Institute of Structural Medicine™**  
103 Ross Road  
Twisp, WA 98856  
Telephone: (206) 784-8504  
email: [dfbajelis@aol.com](mailto:dfbajelis@aol.com)  
website: [www.structuralmedicine.com](http://www.structuralmedicine.com)
183. **Interface Computer School Nevada Street Campus**  
9921 North Nevada  
Spokane, WA 99218  
Telephone: (509) 467-1727  
email: [dwilson@interface-net.com](mailto:dwilson@interface-net.com)  
website: [www.interface-net.com](http://www.interface-net.com)
184. **Interface Computer School Pines Road Campus**  
1005 North Pines, #130  
Spokane, WA 99206  
Telephone: (509) 926-1223  
email: [dwilson@interface-net.com](mailto:dwilson@interface-net.com)  
website: [www.interface-net.com](http://www.interface-net.com)
185. **Interface Computer School Washington Street Campus**  
1118 North Washington Street  
Spokane, WA 99201  
Telephone: (509) 323-0070  
email: [dwilson@interface-net.com](mailto:dwilson@interface-net.com)  
website: [www.interface-net.com](http://www.interface-net.com)
186. **International Air Academy, Inc.**  
2901 East Mill Plain Blvd.  
Vancouver, WA 98661  
Telephone: (360) 695-2500  
email: [info@airacademy.com](mailto:info@airacademy.com)  
website: [airacademy.com](http://airacademy.com)
187. **International College of Universal Reflexologies**  
726 N.E. Second Avenue  
Camas, WA 98607  
Telephone: (360) 833-9899  
email: [feetmetoocool.com](mailto:feetmetoocool.com)  
website: [www.reflexologyschools.com](http://www.reflexologyschools.com)
188. **International Institute of Transportation Resource, Inc.**  
15828 S.E. 114th Street  
Clackamas, OR 97015  
Telephone: (503) 657-8225  
email: [daver@iitr-truckschool.com](mailto:daver@iitr-truckschool.com)  
website: [www.iitr-truckschool.com](http://www.iitr-truckschool.com)
189. **International Stunt School**  
2723 Saratoga Lane  
Everett, WA 98203  
Telephone: (425) 290-9957  
email: [bushman4@prodigy.net](mailto:bushman4@prodigy.net)  
website: [www.stuntschool.com](http://www.stuntschool.com)
190. **John Casablancas Modeling**  
50 - 116th Avenue S.E., #100  
Bellevue, WA 98004  
Telephone: (425) 646-3585

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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191. **Kim Brooke Group  
Model Marketing**  
2044 Eastlake Avenue East  
Seattle, WA 98102  
Telephone: (206) 329-1111  
email:  
kimbrooke@kimbrooke.com  
website: kimbrooke.com
192. **Knowledge Alliance**  
3290 - 146th Place, S.E.  
Building A, #B  
Bellevue, WA 98007  
Telephone: (425) 957-9500  
website: www.kalliance.com
193. **L & T Training**  
North 17912 Michael Road  
Colbert, WA 99005  
Telephone: (509) 464-2199  
email: lylemch@aol.com
194. **Liberty Tax Services**  
9479 Bayshore Drive, N.W.  
P.O. Box 3366  
Silverdale, WA 98383-3366  
Telephone: (360) 692-4043  
email: kwilkinson@rifs.com
195. **Lightpoint Learning  
Solutions**  
1601 - 114th Ave., S.E., #110  
Bellevue, WA 98004-6969  
Telephone: (425) 454-4005  
email: info@lightpointlearning.net  
website:  
www.lightpointlearning.net
196. **London Florist School**  
2553 - 152nd Avenue, N.E.  
Building 15, #K-1  
Redmond, WA 98052  
Telephone: (425) 451-1135
197. **Marysville Travel School**  
9317 State Avenue, #E  
Marysville, WA 98270  
Telephone: (360) 658-8747  
email: travel@greatnorthern.net  
website: marysville travel.com
198. **Maser's Academy of  
Fine Grooming**  
6515 N.E. 181st Street  
Seattle, WA 98155  
Telephone: (425) 486-1299  
email: denise@masers.com  
website: www.masers.com
199. **Master Technician Training**  
811 East Sprague, #6  
Spokane, WA 99202  
Telephone: (509) 747-8810  
email: lavelle@inwhvac.org  
website: inwhvac.org
200. **Medical Training  
Consultant Institute**  
Weathervane Square, #3  
7025 – 27th Street West  
University Place, WA 98466  
Telephone: (253) 566-8282  
email: mtci@uswsest.net  
website: www.mtci-wa.com
201. **MEDPREP Vocational  
Training Center**  
1110 Fifth Street, #1  
Marysville, WA 98270-4500  
Telephone: (360) 657-0621  
email: stickies@peoplepc.com  
website:  
nursingassistantraining.com
202. **Meridian Valley Travel**  
13208 S.E. 240th Street  
Kent, WA 98042  
Telephone: (253) 631-2360  
email:  
brenda.meridiantravel@wspan.com  
website:  
meridianvalleytravel.com
203. **Micro Learning Centers**  
3625 Perkins Lane, S.W.  
Tacoma, WA 98499  
Telephone: (253) 584-6423  
email:  
getcertified@microlearn.com  
website: www.microlearn.com
204. **Minnesota Institute  
of Hypnosis &  
Hypnotherapy**  
1690 Cliff Lake Rd., #112-200  
Eagan, MN 55122  
Telephone: (952) 616-0732  
email: khogan652@aol.com  
website: www.kevinhogan.com
205. **Mission Farrier School**  
700 N.W. Gilman Blvd., #432  
Issaquah, WA 98027-5395  
Telephone: (509) 520-2831  
email:  
missionfarrierschool@hotmail.com

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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206. **Montessori Education & Training**

a. **Montessori College for Early Education**  
2411 - 112th Avenue, N.E.  
Bellevue, WA 98004  
Telephone: (425) 454-7439  
email: [info@bellmontessori](mailto:info@bellmontessori)

b. **Montessori Education Center of the Rockies/ Pacific Northwest**  
4621 - 41st Avenue, N.E.  
Seattle, WA 98105  
Telephone: (206) 522-7349

c. **Montessori Education Institute of the Pacific Northwest, Inc.**  
3217 - 30th Avenue, S.W.  
Seattle, WA 98126  
Telephone: (206) 937-3738  
email: [jcm@meipn.com](mailto:jcm@meipn.com)  
website: [www.meipn.com](http://www.meipn.com)

d. **Montessori Schools of Washington Teacher Preparation Program**  
1804 Puget Drive  
Everett, WA 98203-6600  
Telephone: (425) 355-1311

e. **Montessori Schools of Washington Teacher Preparation Program**  
South 910 Evergreen  
Veradale, WA 99037  
Telephone: (509) 891-5090

f. **Montessori Teacher Preparation of Spokane**  
9009 North Wall Street  
Spokane, WA 98218  
Telephone: (509) 325-0939

g. **Montessori Teacher Preparation of Washington**  
3410 South 272nd Street  
Kent, WA 98032  
Telephone: (253) 859-2262  
email: [mtpwa@gte.net](mailto:mtpwa@gte.net)  
website: [www.montessoriplus.org](http://www.montessoriplus.org)

h. **Spring Valley Montessori Teacher Education Program**  
36605 Pacific Hwy. South  
Federal Way, WA 98003  
Telephone: 253/927-2557  
email: [justus@springvalley.corg](mailto:justus@springvalley.corg)  
website: [www.springvalley.org](http://www.springvalley.org)

i. **United Montessori Association**  
4686 N.E. Lincoln Road  
Poulsbo, WA 98370-8905  
Telephone: 360/394-8386  
email: [tjpshepard@aol.com](mailto:tjpshepard@aol.com)  
website: [www.unitedmontessori.com](http://www.unitedmontessori.com)

207. **Mortgage Learning**  
1801 – 12th Avenue, N.W.  
Issaquah, WA 98027  
Telephone: (425) 271-9799  
email: [claudia@mortgagelearning.org](mailto:claudia@mortgagelearning.org)  
website: [www.mortgagelearning.net](http://www.mortgagelearning.net)

208. **Moscow School of Massage**  
600 South Main Street  
Moscow, ID 83843  
Telephone: (208) 882-7867  
email: [massageschool@moscow.com](mailto:massageschool@moscow.com)

209. **National Transportation Training & Consulting, LLC**  
200-0 Airport Way  
East Wenatchee, WA 98802  
Telephone: (509) 881-0214  
email: [timscott@sisna.com](mailto:timscott@sisna.com)  
website: [truckertraining.com](http://truckertraining.com)

210. **National Transportation Training & Consulting, LLC**  
White Flag Building  
104 South Freya, #121  
Spokane, WA 99202  
Telephone: (509) 534-3380  
email: [timscott@sisna.com](mailto:timscott@sisna.com)  
website: [truckertraining.com](http://truckertraining.com)

211. **Netdesk Corporation**  
601 Union Street, #2700  
Seattle, WA 98101-4074  
Telephone: (206) 224-7690  
email: [info@netdesk.com](mailto:info@netdesk.com)  
website: [www.netdesk.com](http://www.netdesk.com)

212. **Network & Computer Support Group**  
10020 - 125th Avenue, N.E.  
Kirkland, WA 98033  
Telephone: (425) 451-0655  
email: [vladi@sqi.com](mailto:vladi@sqi.com)

213. **New Horizons Computer Learning Center of Western Washington**  
12822 S.E. 32nd St., #200  
Bellevue, WA 98005-4318  
Telephone: (425) 454-4285  
email: [daves@nhspokane.com](mailto:daves@nhspokane.com)  
website: [www.newhorizons.com](http://www.newhorizons.com)



## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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**214. North American Institute of NEURO-THERAPY**

960 Wildwood Boulevard  
Issaquah, WA 98027  
Telephone: (206) 322-0633

email: [neurother@aol.com](mailto:neurother@aol.com)  
website: [members.aol.com/neurother/](http://members.aol.com/neurother/)

**215. Northgate Training Center**

7330 N.E. Bothell Way, #203  
Kenmore, WA 98011  
Telephone: (425) 485-7182

**216. Northwest Career Training Center**

3707 South Godfrey Boulevard,  
#104  
Spokane, WA 99224  
Telephone: (509) 458-0928

email: [nwctc@trans-system.cpm](mailto:nwctc@trans-system.cpm)  
or: [jbenesch@trans-system.com](mailto:jbenesch@trans-system.com)  
website: [www.trans-system.com](http://www.trans-system.com)

**217. Northwest Institute of Dental Technology**

1525 North Fourth Street  
Renton, WA 98055  
Telephone: (425) 430-0301

email: [nwidt@msn.com](mailto:nwidt@msn.com)

**218. Northwest Merchant Marine Training Services**

2450 Sixth Avenue S., #302  
Seattle, WA 98134  
Telephone: (206) 467-1465

email: [heinz@w-link.net](mailto:heinz@w-link.net)  
website: [www.mmts.com](http://www.mmts.com)

**219. Northwest School of Massage & Education Center**

2702 W. Sunset Blvd., #2  
Spokane, WA 99224-1108  
Telephone: (509) 835-4000

email: [gecko99203@yahoo.com](mailto:gecko99203@yahoo.com)

**220. Northwest School of Massage**

21505 – 60th Street East  
Sumner, WA 98390-8630  
Telephone: 1-800-929-9441

**221. Northwest School of Wooden Boatbuilding**

251 Otto Street  
Port Townsend, WA 98368  
Telephone: (360) 385-4948

email: [bill@nwboatschool.org](mailto:bill@nwboatschool.org)  
website: [www.nwboatschool.org](http://www.nwboatschool.org)

**222. Northwest Truck Training, Inc.**

1011 Harris Street  
Kelso, WA 98626-4511  
Telephone: (888) 714-8385

email: [nwtruck@earthlink.com](mailto:nwtruck@earthlink.com)

**223. Nursing Assistant Training Institute**

918 B North 160th Street  
Shoreline, WA 98133  
Telephone: (206) 546-1120

email: [bradspencer2000@yahoo.com](mailto:bradspencer2000@yahoo.com)

**224. Office Careers**

1311 Republican  
Seattle, WA 98109  
Telephone: (206) 405-2844

email: [jones@officecareers.org](mailto:jones@officecareers.org)  
website: [www.officecareers.org](http://www.officecareers.org)

**225. Office Training Center, Inc.**

209 South Sunnyside Ave.  
Sequim, WA 98382  
Telephone: (360) 683-7742

**226. Oil Heat Institute of Washington**

3820 Stone Way North  
Seattle, WA 98103-8006  
Telephone: (206) 548-1500

email: [info@oilheatstory.com](mailto:info@oilheatstory.com)  
website: [www.oilheatstory.com](http://www.oilheatstory.com)

**227. Paladin Data Systems Corporation**

19472 Powder Hill Place  
N.E. ,#100  
Poulsbo, WA 98370  
Telephone: (360) 779-3100

email: [proy@paladindata.com](mailto:proy@paladindata.com)  
website: [www.paladindata.com](http://www.paladindata.com)

**228. Perry Technical Institute**

2011 West Washington Ave.  
Yakima, WA 98903-1296  
Telephone: (509) 453-0374

email: [jtuman@perrytech.net](mailto:jtuman@perrytech.net)  
website: [www.perrytech.net](http://www.perrytech.net)

**229. Photographic Center Northwest**

900 Twelfth Avenue  
Seattle, WA 98122  
Telephone: (206) 720-7222

email: [pcnw@photocenternw.org](mailto:pcnw@photocenternw.org)  
website: [www.pcnw.org](http://www.pcnw.org)

**230. Pima Medical Institute**

1627 Eastlake Avenue East  
Seattle, WA 98102  
Telephone: (206) 322-6100

email: [pimaseattle@aol.com](mailto:pimaseattle@aol.com)  
website: [www.pimamed.com](http://www.pimamed.com)



## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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231. **Port Townsend School of Massage**  
617 Tyler Street  
P.O. Box 1055  
Port Townsend, WA 98368  
Telephone: (360) 379-4066  
email: info@massageeducation.com  
website: massageeducation.com
232. **Power Tech Training, LLC**  
10310 S. Tacoma Way, #19  
Lakewood, WA 98499  
Telephone: (866) 267-1110  
email: info@powertt.com  
website: www.powertt.com
233. **Preferred Transportation & Training**  
2280 Snipes Pump Road  
Mabton, WA 98935-9755  
Telephone: (509) 837-2538  
email: cable@quicktel.com
234. **Priority Instructional Center**  
11011 C Occident St., S.W.  
Lakewood, WA 98499-0987  
Telephone: (253) 512-0313
235. **Productivity Point International**  
600 - 108th Ave., N.E., #847  
Bellevue, WA 98004  
Telephone: (425) 646-1830  
email: tcoe@propoint.com  
website: www.propoint.com
236. **Productivity Point International**  
217 Pine Street, 5th Floor  
Seattle, WA 98101  
Telephone: (206) 607-0000  
email: tcoe@propoint.com  
website: www.propoint.com
237. **Productivity Point International**  
606 West Third Street  
Spokane, WA 99201-4415  
Telephone: (509) 455-5054  
email: tcoe@propoint.com  
website: www.propoint.com
238. **Professional School of Modeling**  
18 North 59th Avenue  
Yakima, WA 98908  
Telephone: (509) 965-1151  
email: psmmodel@wolfenet.com
239. **Progressive Health Care Education Center**  
609 Highline Drive  
East Wenatchee, WA 98802  
Telephone: (509) 886-4187
240. **ProSchools**  
10140b S.E. Washington  
Portland, OR 97216  
Telephone: 1-800-863-2114  
email: insurance@proschools.com  
website: www.proschools.com
241. **ProSchools**  
West 222nd Mission, #118  
Spokane, WA 99201  
Telephone: (509) 325-2587  
email: insurance@proschools.com  
website: www.proschools.com
242. **Queen Anne Travel Academy**  
1629 Queen Anne Ave., N., #103  
Seattle, WA 98109  
Telephone: (206) 285-2500  
email: karon@queenannetravel.com
243. **Radcliffe School of Hypnosis**  
7503 - 196th Street, S.W.  
Lynnwood, WA 98036  
Telephone: (425) 774-6442
244. **Royal College of Medical Training**  
20712 First Avenue South  
Des Moines, WA 98198  
Telephone: (206) 870-3266
245. **Sage Technical Services**  
1420 East Third Avenue, #3  
Post Falls, ID 83854  
Telephone: (208) 773-4388  
email: sagepost1@netzero.net  
website: www.sageschools.com
246. **Sakie International-Yakima College of Massage & Bodywork**  
1731 South First Street  
Yakima, WA 98901  
Telephone: (509) 457-2773  
email: sakie@sakie.com  
website: sakie.com
247. **School of Floral Design**  
12304 Lake City Way, N.E.  
Seattle, WA 98125  
Telephone: (206) 440-8819

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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248. **School of Professional Personal Training**  
3640 South Cedar, #E  
Tacoma, WA 98409  
Telephone: (253) 474-9358
249. **School of Radiologic Technology**  
North 5633 Lidgerwood St.  
Spokane, WA 99207  
Telephone: (509) 482-2344
250. **School of Visual Concepts**  
500 Aurora Avenue North  
Seattle, WA 98109  
Telephone: (206) 623-1560  
email: [info@svcseattle.com](mailto:info@svcseattle.com)  
website: [www.svcseattle.com](http://www.svcseattle.com)
251. **Seattle Film Institute**  
1709 – 23rd Avenue  
Seattle, WA 98122  
Telephone: (206) 568-4387  
email: [mediaschool@foxinternet.net](mailto:mediaschool@foxinternet.net)  
website: [www.seattlefilmintittue.com](http://www.seattlefilmintittue.com)
252. **Seattle Midwifery School**  
2524 - 16th Ave. S., #300  
Seattle, WA 98144  
Telephone: (206) 322-8834  
email: [info@seattlemidwifery.org](mailto:info@seattlemidwifery.org)  
website: [www.seattlemidwifery.org](http://www.seattlemidwifery.org)
253. **Seattle/Sun Valley Feldenkrais Teacher Training Program**  
Mountaineers  
300 Third Avenue West  
Seattle, WA 98119-4100  
Telephone: (425) 778-6042  
email: [leftfieldc@aol.com](mailto:leftfieldc@aol.com)
254. **Sierra Diving Center**  
104 East Grove Street  
Reno, NV 89502  
Telephone: (775) 825-2147  
email: [keith@sierradive.com](mailto:keith@sierradive.com)  
website: [www.sierradive.com](http://www.sierradive.com)
255. **SkillSource Office & Technology Center**  
233 North Chelan Street  
Wenatchee, WA 98801-2104  
Telephone: (509) 663-3369  
email: [shari@picw.com](mailto:shari@picw.com)  
website: [www.picw.com](http://www.picw.com)
256. **Soma Institute**  
730 Klink Street  
Buckley, WA 98321  
Telephone: (360) 829-1025  
email: [soma@nwrain.com](mailto:soma@nwrain.com)  
website: [www.soma-institute.com](http://www.soma-institute.com)
257. **Spartan School of Aeronautics**  
8820 East Pine Street  
P.O. Box 582833  
Tulsa, OK 74158-2833  
Telephone: (918) 836-6886  
email: [jmaddux@mail.spartan.edu](mailto:jmaddux@mail.spartan.edu)  
website: [www.spartan.edu](http://www.spartan.edu)
258. **Spectrum Center School of Massage**  
12506 - 18th Street, N.E.  
Lake Stevens, WA 9858-9728  
Telephone: (425) 334-5409  
email: [spctrmcntr@aol.com](mailto:spctrmcntr@aol.com)  
website: [www.spectrumschool.com](http://www.spectrumschool.com)
259. **Spokane Dental Assisting School, Inc.**  
1005 North Pines, #300  
Spokane, WA 99206  
Telephone: (509) 926-1161  
email: [gkeller@mindspring.com](mailto:gkeller@mindspring.com)
260. **SQL Soft, Inc.**  
1750 - 112th Ave., N.E., #B101  
Bellevue, WA 98804-3727  
Telephone: (425) 688-8977  
email: [www.sqlsoft.com](http://www.sqlsoft.com)
261. **Strategy Computers Technical Training Center**  
13228 N.E. 20th Street, #A  
Bellevue, WA 98005  
Telephone: (425) 643-4849  
email: [info@strategycomputers.com](mailto:info@strategycomputers.com)  
website: [www.strategycomputers.com](http://www.strategycomputers.com)
262. **Superior Health Care Services**  
207 South Chehalis, #204  
Aberdeen, WA 98520-2960  
Telephone: (360) 537-0022  
email: [cjmnursing@cs.com](mailto:cjmnursing@cs.com)
263. **Sureflow Technology**  
1120 164th Street, S.W.  
Lynnwood, WA 98037-8190  
Telephone: (425) 743-3115
264. **T Enterprises, Inc.**  
210 East Lewis Place  
Pasco, WA 99301  
Telephone: (509) 547-2441

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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265. **TL Sea Diving, LLC**  
1018 West James Street  
Kent, WA 98032  
Telephone: (253) 856-9100  
email: [career@tlsea.com](mailto:career@tlsea.com)  
website: [www.tlsea.com](http://www.tlsea.com)
266. **Tacoma Goodwill Industries Rehabilitation**  
714 South 27th Street  
Tacoma, WA 98409  
Telephone: (253) 272-5166  
email: [sanderson@tacomagoodwill.org](mailto:sanderson@tacomagoodwill.org)  
website: [tacomagoodwill.org](http://tacomagoodwill.org)
267. **TcatU.net**  
21218 76th Ave. South, #200  
Kent, WA 98032-2442  
Telephone: (253) 395-7128  
email: [la@tcatu.net](mailto:la@tcatu.net)  
website: [www.tcatu.net](http://www.tcatu.net)
268. **Tempo Travel Training, Inc.**  
4620 - 200th St., S.W., #A  
Lynnwood, WA 98036  
Telephone: (425) 775-4431  
email: [tempotravel@hotmail.com](mailto:tempotravel@hotmail.com)
269. **Trans Union Training Services, Inc.**  
4624 River Road East  
Tacoma, WA 98443  
Telephone: (253) 922-0870  
email: [rvdarl@aol.com](mailto:rvdarl@aol.com)  
website: [www.transuniontruck.com](http://www.transuniontruck.com)
270. **Transport Safe Training Center**  
Shelton, WA 98584  
Telephone: (360) 426-3207
271. **Travel Career Academy**  
5801 Capitol Boulevard  
Tumwater, WA 98501  
Telephone: (360) 943-4994  
email: [tca4994@oal.com](mailto:tca4994@oal.com)
272. **Tri Cities Truck School**  
2402 North Commercial Ave.  
Pasco, WA 99301-9531  
Telephone: (509) 946-5084  
email: [sbudmel@aol.com](mailto:sbudmel@aol.com)
273. **Tri City School of Massage**  
26 Third Avenue East  
Kennewick, WA 99336  
Telephone: (509) 586-6434  
email: [pjkruschke@aol.com](mailto:pjkruschke@aol.com)
274. **United States Driver Services, Inc.**  
1960 N.W. Marine Drive  
Troutdale, OR 97060  
Telephone: (503) 665-8701  
email: [ustruck/@ustruck.com](mailto:ustruck/@ustruck.com)  
website: [www.ustruck.com](http://www.ustruck.com)
275. **Universal Technical Institute of Arizona**  
3121 West Weldon Avenue  
Phoenix, AZ 85017  
Telephone: (602) 264-4164  
email: [ggreen@uticorp.com](mailto:ggreen@uticorp.com)  
website: [uticorp.com](http://uticorp.com)
276. **Universal Technical Institute of Texas**  
721 Lockhaven Drive  
Houston, TX 77073  
Telephone: (281) 443-6262  
email: [ggreen@uticorp.com](mailto:ggreen@uticorp.com)  
website: [uticorp.com](http://uticorp.com)
277. **Washington Academy of Dental Assisting**  
5723 N.E. Bothell Way, #C  
Kenmore, WA 98028  
Telephone: (425) 806-1401  
email: [rondalee@uswest.net](mailto:rondalee@uswest.net)
278. **Washington College of Acupuncture & Oriental Medicine**  
27124 - 20th Place South  
Kent, WA 98032  
Telephone: (253) 941-5672
279. **Wellness Institute**  
3716 - 274th Avenue, S.E.  
Issaquah, WA 98029  
Telephone: (425) 391-9716  
email: [david@wellness-institute.org](mailto:david@wellness-institute.org)  
website: [www.wellness-institute.org](http://www.wellness-institute.org)
280. **West Coast Training**  
3805 Dike Road  
P.O. Box 970  
Woodland, WA 98674  
Telephone: (360) 225-6787  
email: [wct@heavyequipmenttraining.com](mailto:wct@heavyequipmenttraining.com)  
website: [www.heavyequipmenttraining.com](http://www.heavyequipmenttraining.com)

## Section II – Education & Training Opportunities

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### *Private Career Schools (cont.)*

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281. **Western Business College**  
425 S.W. Washington  
Portland, OR 97204  
Telephone: (503) 222-3225  
email: [rrogers@cci.edu](mailto:rrogers@cci.edu)  
website: [www.cci.edu](http://www.cci.edu)
282. **Western Business College**  
120 N.E. 136th Avenue, #130  
Vancouver, WA 98684  
Telephone: (360) 254-3282  
email: [mlanfran@cciledu](mailto:mlanfran@cciledu)  
website: [www.cci.edu](http://www.cci.edu)
283. **Western Culinary Institute**  
1316 S.W. 13th Avenue  
Portland, OR 97201  
Telephone: (503) 223-2245  
email: [gogdahl@westernculinary.com](mailto:gogdahl@westernculinary.com)  
website: [westernculinary.com](http://westernculinary.com)
284. **Western Pacific Truck School Everett**  
9901 Evergreen Way  
Everett, WA 98204-3831  
Telephone: (425) 486-2887  
email: [nordic@wptruckschool.com](mailto:nordic@wptruckschool.com)  
website: [www.wptruckschool.com](http://www.wptruckschool.com)
285. **Western Pacific Truck School Lakewood**  
11020 South Tacoma Way  
Lakewood, WA 98499  
Telephone: (253) 581-6494  
email: [nordic@wptruckschool.com](mailto:nordic@wptruckschool.com)  
website: [www.wptruckschool.com](http://www.wptruckschool.com)
286. **Western States Operating Engineers Institute of Training**  
P.O. Box 210  
Spangle, WA 99031-0210  
Telephone: (509) 235-9393  
email: [operng@wsopen.org](mailto:operng@wsopen.org)  
website: [www.wsopen.org](http://www.wsopen.org)
287. **Westwood College of Aviation Technology**  
10851 West 120th Avenue  
Broomfield, CO 80021  
Telephone: (303) 466-1714  
email: [mfoos@westwood.edu](mailto:mfoos@westwood.edu)  
website: [www.westwood.edu](http://www.westwood.edu)
288. **Westwood College of Technology**  
7350 North Broadway  
Denver, CO 80221-3653  
Telephone: (303) 426-7000  
website: [www.westwood.edu](http://www.westwood.edu)
289. **World Leisure Travel Academy**  
240 N.W. Gilman Blvd., #E  
Issaquah, WA 98029  
Telephone: (425) 391-5697  
website: [www.westwood.edu](http://www.westwood.edu)
290. **Wyoming Technical Institute**  
4373 North Third Street  
Laramie, WY 82072-9519  
Telephone: (307) 742-3776  
email: [rgaddis@wyomingtech.com](mailto:rgaddis@wyomingtech.com)  
website: [www.wyomingtech.com](http://www.wyomingtech.com)

## Section II – Education & Training Opportunities

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### *Barbering, Cosmetology & Manicure Schools*

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291. **ABC Nail & Skin College**  
1750 - 124th Ave., N.E., Ste. C  
Bellevue, WA 98007  
Telephone: 425/643-4283
292. **Academy of Hair Design**  
208 South Wenatchee Ave.  
Wenatchee, WA 98801  
Telephone: 509/662-9082
293. **American Beauty Academy**  
623 S.W. 153rd Street  
Burien, WA 98166  
Telephone: 206/243-0925
294. **American Pacific School of Hair Design, Inc.**  
East 1225 Francis Avenue  
Spokane, WA 99207  
Telephone: 509/487-5500
295. **Anthony's Beauty School**  
7107 Martin Luther King Way  
South, Suite 212  
Seattle, WA 98118  
Telephone: 206/627-3386
296. **Anthony's Beauty School**  
3541 East McKinley Avenue  
Tacoma, WA 98404  
Telephone: 253/627-3386
297. **Bates Technical College Barbering**  
1101 South Yakima Avenue  
Tacoma, WA 98405  
Telephone: 253/596-1616
298. **Bates Technical College Cosmetology**  
1101 South Yakima Avenue  
Tacoma, WA 98405  
Telephone: 253/596-1606
299. **Bellevue Beauty School**  
14045 N.E. 20th Street  
Bellevue, WA 98007  
Telephone: 425/643-0270
300. **Bellingham Beauty School**  
211 West Holly Street  
Bellingham, WA 98225  
Telephone: 360/734-1090
301. **BJ's Beauty & Barber College**  
4102 South Meridian, Suite 1  
Puyallup, WA 98373  
Telephone: 253/848-1595
302. **BJ's Beauty & Barber College**  
5239 South Tacoma Way  
Tacoma, WA 98409  
Telephone: 253/473-4320
303. **Capital City Beauty & Barber College**  
4310-G Yelm Highway South  
Lacey, WA 98513  
Telephone: 360/459-0489
304. **Cascade Nail Academy**  
17060 - 116th Avenue, S.E.  
Renton, WA 98058  
Telephone: 425/226-2457
305. **Centralia Barber College**  
P.O. Box 900  
Shelton, WA 98584  
Telephone: 360/426-4433
306. **Centralia Beauty College**  
217 South Tower Avenue  
Centralia, WA 98531  
Telephone: 360/736-2866
307. **Char-Glo School of Beauty**  
1418 Pioneer Way  
Moses Lake, WA 98837  
Telephone: 509/765-5309
308. **Chetta's Academy of Hair & Nails**  
719 South Laurel Street  
Port Angeles, WA 98362  
Telephone: 360/417-0388
309. **Clare's Beauty College**  
104 North 4th Street  
Pasco, WA 99301  
Telephone: 509/547-8871
310. **Clover Park Technical College**  
4500 Steilacoom Blvd., S.W.  
Tacoma, WA 98499  
Telephone: 253/589-5535
311. **Clover Park Technical College**  
9601 Bujacich Road, N.W.  
Gig Harbor, WA 98335  
Telephone: 253/858-4212  
or 206/589-5623
312. **Euro Institute of Skin Care**  
15921 N.E. 8th St., Ste., #106  
Bellevue, WA 98008  
Telephone: 425/746-8242
313. **Everett Community College**  
9315 "A" State Avenue  
Marysville, WA 98270  
Telephone: 425/388-9339
314. **Everett Plaza Beauty School**  
607 S.E. Everett Mall Wy., #5  
Everett, WA 98208  
Telephone: 425/353-8193
315. **Evergreen Beauty & Barber**  
3815 - 196th Street, S.W.  
Lynnwood, WA 98036  
Telephone: 425/776-9178
316. **Gene Juarez Academy of Beauty**  
222 South 314th Street  
Federal Way, WA 98003  
Telephone: 253/839-4000



## Section II – Education & Training Opportunities

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### *Barbering, Cosmetology & Manicure Schools (cont.)*

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317. **Gene Juarez Academy of Beauty**  
10715 - 8th Avenue, N.E.  
Seattle, WA 98125  
Telephone: 206/368-0210
318. **Glen Dow Academy of Hair Design, Inc.**  
West 309 Riverside Avenue  
Spokane, WA 99201  
Telephone: 509/624-3244
319. **Govan Beauty School**  
314 West Kennewick Ave.  
Kennewick, WA 99336  
Telephone: 509/586-3808
320. **Grays Harbor Beauty College**  
204 East Wishkah  
Aberdeen, WA 98520  
Telephone: 360/532-6666
321. **Green Hill School of Hair Technology**  
375 S.W. 11th Street  
Chehalis, WA 98532  
Telephone: 360/748-0131 ext. 355
322. **Greenwood Academy of Hair**  
8501 Greenwood Ave. North  
Seattle, WA 98103  
Telephone: 206/782-0220
323. **Hair Academy**  
515 Chestnut Street  
Moses Lake, WA 98837  
Telephone: 509/766-8125
324. **Hair School**  
2941 East Highway 101  
Port Angeles, WA 98362  
Telephone: 360/452-3048
325. **Integrity Institute of Cosmetology**  
928 72nd Street East  
Tacoma, WA 98467
326. **International Beauty College**  
9433 - 9437 Rainier Ave. S.  
Seattle, WA 98118  
Telephone: 206/723-6337
327. **Kent Beauty College**  
25725 101st Avenue, S.E.  
Kent, WA 98031  
Telephone: 253/854-5500
328. **Kirkland Beauty School**  
10702 N.E. 68th Avenue  
Kirkland, WA 98033  
Telephone: 425/822-6013
329. **Kitsap Peninsula Vocational Skills Center**  
101 National Avenue North  
Bremerton, WA 98312  
Telephone: 360/478-5083
330. **Lacey Beauty College**  
4524 Lacey Boulevard  
Lacey, WA 98503  
Telephone: 360/491-1020
331. **Le Tam Beauty School**  
10424 - 16th Avenue, S.W.  
Seattle, WA 98146  
Telephone: 206/244-9870
332. **Magee Bros. School of Beauty**  
8078 East Mill Plain Blvd.  
Vancouver, WA 98684  
Telephone: 360/694-8483
333. **Mount Vernon Beauty School**  
615 South First Street  
Mount Vernon, WA 98273  
Telephone: 360/336-6553
334. **New Beginnings Beauty College**  
435 East Main Street  
Auburn, WA 98002  
Telephone: 253/939-2480
335. **Phagan's Orchards Beauty School**  
10411 N.E. 4th Plain Blvd., Suite 109  
Vancouver, WA 98661  
Telephone: 360/254-9519
336. **Professional Beauty School**  
214 South 6th Street  
Sunnyside, WA 98944  
Telephone: 509/837-4040
337. **Professional Beauty School**  
113 East 3rd Street  
Wapato, WA 98951  
Telephone: 509/877-3404
338. **Professional Beauty School**  
34 North 2nd Street  
Yakima, WA 98901  
Telephone: 509/457-4011
339. **Renton Beauty School**  
2828 Sunset Lane, N.E.  
Renton, WA 98056  
Telephone: 425/226-5855
340. **Sakie International College of Cosmetology**  
1731 South 1st Street  
Yakima, WA 98902  
Telephone: 509/457-2773
341. **Sally L's Beauty Academy**  
19721 64th Avenue West  
Lynnwood, WA 98036  
Telephone: 206/776-5199



## Section II – Education & Training Opportunities

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### *Barbering, Cosmetology & Manicure Schools (cont.)*

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342. **Salon Careers College**  
611 Tacoma Avenue South  
Tacoma, WA 98402  
Telephone: 253/573-1025
343. **Seattle Central School of Cosmetology**  
1500 Harvard Avenue  
Seattle, WA 98122  
Telephone: 206/587-5477
344. **Shoreline Community College**  
16101 Greenwood Ave. North  
Seattle, WA 98133  
Telephone: 206/546-4631
345. **South Seattle Community College**  
6000 - 16th Ave., S.W.  
#TC-140  
Seattle, WA 98106  
Telephone: 206/764-5846
346. **Spokane Area Vocational Skills Center**  
North 4141 Regal Street  
Spokane, WA 99207  
Telephone: 509/353-3363
347. **Spokane Community College**  
North 1810 Greene Street  
MS 2013  
Spokane, WA 99207  
Telephone: 509/533-7291
348. **Stylemasters College of Hair Design**  
1224 Commerce Avenue  
Longview, WA 98632  
Telephone: 360/636-2720
349. **Vancouver School of Beauty**  
114 West 6th Street  
Vancouver, WA 98660  
Telephone: 360/694-5601
350. **Walla Walla Community College Barber**  
500 Tausick Way  
Walla Walla, WA 99362  
Telephone: 509/525-3610  
ext. 388
351. **Walla Walla Community College Cosmetology**  
500 Tausick Way  
Walla Walla, WA 99362  
Telephone: 509/527-4220
352. **West Olympia Beauty College**  
2703 Capital Mall Dr., S.W.  
Olympia, WA 98502  
Telephone: 360/786-8777

# Section III – Preparing for Employment

## *Know the Employer*

Use this page to record information about each company or business you are interested in. This information will be helpful in your job interviews. It will also help you to match your skills and interests with specific jobs or tasks within the company.

It may also be possible to talk to someone who works for the company in order to find out more about a specific occupation. This is called an “Information Interview.” Generally, people like to talk about themselves, so it shouldn’t be too hard to find professional people willing to talk about their jobs. Guidance counselors, local civic organizations, and professional organizations can probably suggest people in the business community who might allow an interview.

Here are some questions you may want to ask.

- What type of training and education did you need to get your job?
- What do you like and dislike about your job?
- What is your job routine?
- What opportunities are there in your job to meet other people?
- What opportunities are there in your job to learn new skills?
- What is the typical salary range for your job, and what benefits do you receive?
- What advice would you give to others wanting to go into your career field?

If you have friends or relatives who own a business, you might ask them if you could spend some time helping out. In this way, you could learn more about that particular business.

### RESEARCHING THE COMPANY

What is the company’s name?

What does the company do?

How old is the company, or how long has it been in business?

Where are the company’s plants, stores, and/or offices?

What are the company’s products or services?

What has been the company’s growth?

What are its prospects for the future?

Does the company’s product or service have a long-term market?

Who is in charge of the company?

Who is in charge of the department I would be working in?

Who are the company’s competitors?

How many other companies are there in the same field?

How large is the company?

What are its financial prospects?

What kinds of jobs does the company have that I could fill?

# Section III – Preparing for Employment

## *Develop a Resume*

Resumes give employers written evidence of your qualifications. When creating a resume, you need two kinds of information—facts about yourself and facts about the job you want. With this information in hand, you can present the facts about yourself in terms of the job. You have more freedom with resumes than with application forms; you can put your best points first and avoid blanks.

### **KNOW YOURSELF**

Begin by assembling information about yourself. Some items appear on virtually every resume or application form, including:

#### ♦ **Employment Experience**

Remember, employers want to know what you can do for them, not what they can do for you. Keep it simple—don't discourage an employer from reading your resume.

#### ♦ **Work Experience**

Provide complete information on employers, supervisors, addresses, telephone numbers, job titles, and duties (unless you are using a special type of resume). Explain your former duties as if you were discussing them with a new coworker.

### **General Guidelines for Your Resume**

- ✓ Be specific. A vague description of your duties will only make a vague impression.
- ✓ Identify accomplishments. If you headed a project, improved productivity, reduced costs, increased membership, or achieved some other goal, say so.
- ✓ Type your resume, using a standard typeface. (Printed resumes are becoming more common, but employers do not indicate a preference for them.)
- ✓ Keep the length to two pages at the most.
- ✓ Remember your mother's advice not to say anything if you cannot say something nice. Leave all embarrassing or negative information off the resume, but be ready to deal with it at the interview.
- ✓ Proofread the final copy carefully.
- ✓ Use the best quality photocopying machine and high-quality paper.
- ✓ Other information, such as your Social Security Number, is often asked for on application forms but is rarely presented on resumes.

#### ♦ **Education**

List all your schooling (institutional, vocational, and military). Special courses you completed in high school may be as important to an employer as nonrelated college courses.

#### ♦ **Military Experience**

There are special employment programs that are available to employers who hire veterans. In addition, your military experience may be invaluable to a new employer.

#### ♦ **Special Skills**

Highlighting your skills may sell an employer on hiring you. Typing, public relations, shorthand, welding, mechanical, etc., are only a few of the special skills that could be included on a resume.

#### ♦ **Achievements/Qualifications**

What honors, promotions, etc., did you receive in school or on the job? What makes you a unique person?

#### ♦ **Hobbies**

Hobbies show your interests and job-related skills or abilities that may interest an employer.

#### ♦ **References**

Contact your references, and have their addresses and telephone numbers for the employer.

Honesty is very important, but you are not required to reveal disabilities that do not affect your overall qualifications for a job.

### **KNOW THE JOB**

Gather specific information about jobs you are applying for. You need to know the pay range, education and experience required, and hours and shifts usually worked. Most importantly, you need to know the job duties so you can describe your experience in terms of those duties. Study the job description. Some job announcements assign a numerical weight to qualifications so you will know which is most important.

Once you have the information you need, you can prepare a resume. You may need to prepare more than one resume if you are going to look for different kinds of jobs. Otherwise, your resume will not fit the job you seek.

Arrangement of your resume depends on how well your experience seems to prepare you for the position you want. You can either describe your most recent job first and work backwards, or you can group similar skills together.

# Section III – Preparing for Employment

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## *Letters That Spark an Employer's Interest*

- **A cover letter** explains why a company should devote time and money interviewing you. The cover letter differs from a resume in that it targets a specific company and position. It allows you to stress the abilities, skills, and experience that make you suitable for the position. This letter can explain questionable areas of your application or resume such as unsteady work history, law violations, health problems, etc. A cover letter is a sales pitch to an employer and is successful in many cases where an application and resume alone are not.
- **Letters of application** are often used to answer want ads or other job announcements. It is a good idea to attach the ad to the letter, so the employer will know quickly why you are writing. Refer to the ad in the letter

Example: "I am writing in response to your advertisement in 'The Seattle Times' last week for a machinist."

Then, briefly outline your training and work experience, especially as it relates **to the job**.

- **"Shotgun" letters** are addressed to employers for whom you would like to work without knowing if there are any job openings. The sales pitch should be stronger in this letter with a request for information about any current or upcoming job openings. Mail your letter so it doesn't arrive on a Monday morning when the employer is swamped with other work.

### **SOME TIPS TO KEEP IN MIND**

- Find out all you can about the company and reflect this in your letter. Answer the question, "Why do you want to work for this company?"
- Find out who is in charge of hiring, and address your letter to that person if possible.
- Type the letter if possible, and use a good grade of paper.
- Use simple, direct language. Check spelling, punctuation, grammar, and sentence structure.

- Identify the position you are writing about in the first paragraph.
- Mention how you heard about the job.
- Know your skills, abilities, and experience; and state how you fit into the company. Don't expect the reader to read between the lines—explain what makes you different from other applicants.
- Give an example of personal aptitudes, such as dependability, hard worker, etc. What in your work history proves your dependability? How was your attendance?
- Remember that the employer wants to know what you can do for them, not what they can do for you.
- Keep the letter upbeat and positive. Don't ask for sympathy or complain about previous employers.
- In closing, express a desire to provide additional information by letter or in person. Do not put employers on the spot by setting up an appointment.

## Section III – Preparing for Employment

### *Additional Tips to Prepare for Employment*

#### TELEPHONE COMMUNICATION

Telephoning a company to inquire about job openings can save time and money in your job hunt. If the company is hiring, find out the days and hours they will be conducting interviews.

**Do not expect to get a job over the telephone—you should always apply in person.**

#### HELP AVAILABLE AT THE LIBRARY

Libraries are designed to help people find information and try to have something for everyone, including materials on education and training opportunities, financial aid, occupations and careers, and job seeking and keeping skills.

If you are unfamiliar with the library, talk with the librarians to help you find job and career information. Washington libraries share resources through the Washington Library Network, so don't despair if you don't find the title you would like. Your local library is able to locate and borrow materials from other Washington libraries through an interlibrary loan. Usually, the bigger the library or library system, the more resources you will find directly available. Your library is always getting new books so ask if they can provide a good substitute.

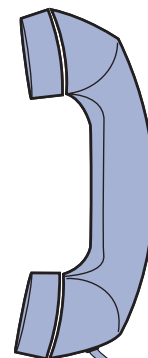
Many libraries have pamphlets, newspapers, videos, tapes, records, and magazines. Community college and school libraries often have collections on occupations, education and career opportunities, and financial aid.

#### Publications That May Assist in Your Job Search

- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Military Career Guide
- Guide for Occupational Exploration
- Classification of Jobs According to Worker Trait Factors
- Encyclopedia of Careers and Vocational Guidance
- What Color Is Your Parachute?

### When Calling to Ask for an Interview

- ✓ Speak clearly and loudly enough to be understood.
- ✓ Identify yourself.
- ✓ Ask to speak to the person in charge of hiring.
- ✓ Get the name of the person with whom you are speaking.
- ✓ State the purpose of your call.
- ✓ Use the name of a personal reference if you have one.
- ✓ Ask for an appointment for an interview.
- ✓ At the end of the call, say "thank you," and close with "goodbye."



# Section III – Preparing for Employment

## *The Application Form*

Most employers see your application before they see you. If you want an interview, your application must make an impression. Messy, illegible, or incomplete forms are often tossed out. Follow directions carefully—how you fill out the application has a lot to do with whether you get an interview and the job. Employers often make assumptions about the quality of work you do by how you fill out an application. Attitude, stability, and motivation can be communicated on the form, and a sharp and orderly presentation of your skills is the best way to get an interview. Get a copy of a standard application form at an office supply store. By using your self-assessment inventory, addresses, dates and names of former employers, Social Security card, documents of education and training, and other papers; you will be able to complete the application. This completed form can be a reference when filling out actual employers' applications.

Most application forms are divided into four parts:

**Part 1:** Usually includes information, such as your name, address, telephone number, etc.

**Part 2:** Generally refers to education and training. List all schooling and whether or not you graduated. Most

applications ask about military service. If you served, supply all information requested.

**Part 3:** Identifies work experience and starts with your most recent job. If you have held more than six jobs, you may wish to list only those most closely related to the job you are seeking. Describing previous (or current) duties is a chance to make the form really impressive. Employers are interested in what you do—use action words to describe your skills. Concentrate on skills that will interest the employer. Most of all, be clear and concise.

**Part 4:** List people willing to speak with prospective employers about your character and skills. Clergy, former employers, teachers, counselors, or friends in business make excellent references. Be sure to ask their permission first, and, most importantly, be sure they have something positive to say about you. Avoid listing family members as references if possible.

### STICKY QUESTIONS

Employers are looking for the best person to hire, so don't get too excited about their questions until you understand why the question was asked. And, never falsify information on an application — it could backfire later.

1. **Do you own a car?** Perhaps they only want to know if you have transportation to work!
2. **What is the reason for leaving your former job or jobs?** Avoid such terms as fired, terminated, dissatisfied, failed, or couldn't get along. Present a positive picture, for example: company reorganization; better opportunity; career change; returned to school; or relocated. If you state that you resigned, you may want to explain in the interview, remembering to keep comments positive.
3. **Why are there gaps in your work history?** Gaps may prevent you getting an interview unless they are made positive. Justify not working by showing you have been involved in a meaningful activity such as travel or education. Put considerable thought into your answers, and present a positive image of your earnest desire to do a good job.

A common mistake on an application is forgetting to sign your name. Other mistakes include a wrong telephone number, incorrect dates, etc. Double check your application to ensure the employer gets a positive picture of you.

Before submitting your application, look it over and be sure it is neat, clean, and free of smudges; that words and abbreviations are spelled correctly, all information is accurate, and all directions were followed.

### *Don't Forget*

- ✓ A Social Security Number will be needed. If you have never worked before, call or write the nearest Social Security Office and request an application for a Social Security Number. Using the correct number on applications can make a difference in eligibility for benefits later.
- ✓ Letters of Reference or Introduction may be helpful to your job hunt. They can be written by teachers, professors, employers, or work associates.  
  
These letters are addressed "To Whom It May Concern," and copies can be attached to your resume or taken to a job interview. This is especially important when seeking work in a new community.
- ✓ Documents verifying education or training may also be necessary. High school or college diplomas, transcripts, verification of apprenticeship or military training, or other certificates of training can also be helpful.
- ✓ Copies of Special Awards or Honors or Memberships in Professional Organizations can also be included. Documents that prove your accomplishments can often make the difference when competing for a job.



## Section III – Preparing for Employment

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### *The Job Interview*

The interview is the most important part of your job search. Those 20 or 30 minutes may determine your future, yet employers are constantly amazed at the number of applicants who drift into interviews unprepared, with only a vague idea of their future plans.

Job interviews are opportunities to showcase your talents. During the interview, an employer judges your qualifications, appearance, and general fitness for the job. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, the interview gives you an opportunity to appraise the job, the employer, and the company, enabling you to decide if the job meets your career needs and interests and whether you want to work for the employer.

To present your qualifications most advantageously, prepare in advance. Have necessary papers ready and information about yourself firmly in mind, and know how to act at the interview to effectively sell your skills.

#### **BE PREPARED**

Complete a self-assessment inventory, and half of your preparation is done. Write down information such as your education, job experience, and career goals; and bring these along with your resume and Social Security card to the interview—you may have to fill out a company application. Learn about the company: What products or services do they provide? How do they stand in the industry? How many and what kinds of jobs are there in the company? What are their hiring policies? How will your education and experience benefit the company?

Find out the exact time and place of the interview. This may seem too obvious to mention, but it's an unfortunate applicant who assumes the interview will be held in one place, and two minutes before discovers it's someplace else. Write down the time of the interview and the full name and address of the company, and keep it with you. Know the interviewer's name and correct pronunciation.

Dress appropriately for the interview. Most employers are becoming more liberal in their standards of dress and appearance, but it's best to use common sense.

Many employers make judgments based on appearance, which may be a deciding factor in hiring. Above all, be on time—there is no excuse for being late. During the interview, conduct yourself in a confident and positive manner, use good posture, and smile. Greet the interviewer by name as you enter, and take your cues from that person. Shake hands firmly, but only if the interviewer makes the

first gesture. Wait until a chair is offered before you sit; don't smoke, even if invited to; and never chew gum.

It is natural to be a little nervous—most interviewers understand. Look at the interviewer when speaking, and keep your hands still. Body language says a lot. Practice with a friend to see what your posture and movements are saying. Squared shoulders show high energy, an unbuttoned coat indicates openness, and hands apart show relaxation. Know what message your body is sending.

Employers may ask about information on your application or resume, but more importantly, they are interested in what is not on the application. Analyze your strengths and weaknesses, background, aspirations, and values. Begin to formulate what you would like to do and what you feel you are best prepared to do.

Always stress the positive. While failures and shortcomings need not be volunteered, they shouldn't be covered up or sidestepped.

Interviewers often pause after a question is answered. This is mainly a technique to see if you change your answer, so relax and wait for the next question.

## Section III – Preparing for Employment

### *The Job Interview (cont.)*

#### *Do's & Don'ts for the Job Interview*

| DO   | DON'T  |
|--|--|
| ✓ Be prepared to state your purpose upon your arrival.   | ✓ Chew gum   |
| ✓ Shake hands firmly.  | ✓ Smoke, even if the interviewer does.                                 |
| ✓ Learn the interviewer's name, and use it.  | ✓ Take anyone with you to an interview.                                |
| ✓ Be pleasant and friendly but businesslike.   | ✓ Sit down until offered a chair.                                      |
| ✓ Ask questions—make sure the job is right for you.  | ✓ Plead for a job or a chance.   |
| ✓ Be positive and stress your strong points.   | ✓ Say "I'll take anything."  |
| ✓ Be prepared to state the salary you want, but not until the subject has been brought up.     | ✓ Criticize former employers or coworkers.                             |
| ✓ State your interest in the job and the qualifications you have to offer the company.         | ✓ Discuss personal, home, or money problems unless specifically asked. |
| ✓ Remember, thank the employer for the interview.  | ✓ Tell about other jobs you applied for but were turned down.          |
| ✓ Ask when you can call to learn of the decision if not told when you will hear about the job. | ✓ Apologize for lack of experience or training.                        |
|  | ✓ Hang around after the interview.                                     |

#### *Questions on the Job Interview*

| Questions You May Be Asked at the Interview                                    | Questions You May Want to Ask at the Interview  |
|--|---|
| ✓ Where did you hear about us?   | ✓ Will you describe a typical day for me? What are the daily duties of the job?                                 |
| ✓ What is your background?   | ✓ Does the company have a policy of promoting from within, or do you look outside the company for the top jobs? |
| ✓ What does your current job include?  | ✓ What kind of person do you hope to hire for this job?   |
| ✓ What is or was your best subject in school? Worst? Favorite?                 | ✓ What is the turnover rate (how often people leave) for this job?  |
| ✓ If you had a choice of any job, what would it be? Why?                       | ✓ How does this work area of the company fit into the company as a whole?                                       |
| ✓ Why do you want to work for our company?                                     | ✓ What problems have to be solved by the person you hire?   |
| ✓ What are your short-term and long-term goals?                                | ✓ What are the opportunities for moving up in the company?  |
| ✓ What kind of contribution can you make to our company?                       |   |
| ✓ Where do you see yourself in this company in the next five years? Ten years? |   |

# Section III – Preparing for Employment

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## *Sources for Finding Job Openings*

You will need to know where to look for jobs before starting the actual job search. Here is a list of job sources:

### ♦ **Friends and Acquaintances**

About 80 percent of jobs are filled through word-of-mouth from friends, relatives, and informal contacts. Ask former employers, local business people, and working friends if they know of any current job openings.

### ♦ **Job Service Centers of Washington**

Many employers are required to list openings with this office. The Job Service provides listings in more job categories than any other source. Job Service counselors may know about openings from employers who have not listed them with the service.

### ♦ **Newspaper Ads**

Classified sections of daily newspapers are a good source of job announcements in the community. If you are thinking of moving, check want ads in out-of-town newspapers at the library.

### ♦ **Walk-Ins**

You may want to go directly to an employer. Some announce job openings by placing signs in their windows.

### ♦ **School Placement Offices**

High schools, business schools, and colleges often have career services. Also, talk with teachers, staff, and fellow students for information in finding the right job.

### ♦ **Telephone Directory Yellow Pages**

Telephone books list companies by what they manufacture or the service they provide. You can match your skills with those of the company by looking under your particular skill area (such as plumbing, electricity, etc.).

### ♦ **Private Employment Agencies**

Some agencies charge you a fee, while others charge the employer the fee. You should first learn what types of jobs the agency handles and know if you will be required to pay.

### ♦ **Civil Service Bulletins**

Federal Service Bulletins are available at Job Service Centers, public libraries, and post offices. Write to your local Job Service Center for state government job announcements and examination dates.

### ♦ **Professional Associations**

Listings of associations for various job categories (such as plumber's unions) can be found at the local library. These are useful for specialized occupations. Many associations print publications or magazines that list job openings in certain fields.

### ♦ **Temporary Employment**

Consider temporary employment and watch for notices of full-time employment.

### ♦ **Chambers of Commerce or Union Hiring Halls**

### ♦ **Mailing Your Resume Directly to Companies**

## Section III – Preparing for Employment

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### *Licensing—Another Consideration*

Certain jobs in Washington require licensing by a local, state, and/or federal agency. By requiring licenses, the agency can make sure you have the proper education and experience to provide certain services and/or products to the public. Licenses also provide ways for the agency to make sure workers in certain fields perform work in an ethical and professional manner. Licensing is a means of protecting the public.

Licensing requirements differ from one occupation to another but may include certain levels of education: on-the-job experience; passing an examination; or a combination of all three. Workers in some occupations are only required to register with the specified agency. A surety bond may be required for some occupations.

A bond is an insurance contract by which a bonding agency guarantees payment of a specified sum to an employer in the event of financial loss caused by an employee. Generally speaking, anyone handling other peoples' property or money must be bondable. The bonding agency reviews applicants' backgrounds to determine if they qualify.

If you are interested in an occupation that requires licensing or bonding, you should check requirements before entering any educational or training program. Licensing is regulated by a number of local, state, and federal boards and agencies. Licensed occupations are noted in the Education and Training column of the Occupational Information Table.

For more information on licensing of specific occupations, see WOIS or contact:

**Master License Service  
Department of Licensing  
P.O. 9034  
Olympia, WA 98507-9034  
360/664-1400**

**State, city, and federal business license requirements are available by contacting the Master License Service or by downloading the License Information System (LIMS) from the Internet at the following address:**

**<http://www.wa.gov/dol/bpd/limsnet.htm>**

**Finding information on bonding may be more difficult. There is no single state agency that can provide such information. There are, however, three places to start:**

- 1. The instructor of the program in which you plan to enroll.**
- 2. The agency listed above.**
- 3. Any employer hiring individuals with skills you plan to acquire.**

# Section III – Preparing for Employment

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## *Occupations Requiring Licensing or Certification in Washington State*

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|  |  |  |
|--|--|--|
| Accountant   | Diver-Commercial   | Naturopath   |
| Acupuncturist  | Driver Training Instructor   | Notary   |
| Administrator (Nursing Home,<br>School, etc.)                                  | Drug Manufacturer  | Nurse (LPN, RN)                                    |
| Airplane Pilot   | Electrician  | Nursing Assistant                                  |
| Architect (Landscape,<br>Structural, etc.)                                     | Embalmer   | Nutritionist                                       |
| Athlete Agent  | Emergency Medical Technician                                       | Occupational Therapist & Assistant                 |
| Auctioneer   | Employment Agency Manager  | Oculist  |
| Bail Bondsman  | Engineer (Aeronautical, Civil,<br>Mechanical, etc.)                | Ophthalmologist                                    |
| Barber   | Escrow Officer   | Optometrist  |
| Beer/Wine/Liquor (Distiller,<br>Distributor, Brewer, Importer, etc.)           | Esthetician  | Osteopath  |
| Bill Collector   | Explosives User/Blaster/<br>Manufacturer/Dealer                    | Pest Control Applicator                            |
| Bingo Manager  | Financial Advisor  | Pest Control Dealer                                |
| Boiler Inspector   | Firearms Dealer/Safety Instructor                                  | Pharmacist/Pharmacist Assistant                    |
| Boilermaker  | Fireworks (Importer,<br>Manufacturer, Operator,<br>Retailer, etc.) | Physical Therapist                                 |
| Boxer/Wrestler   | First Aide Instructor  | Physician/Physician Assistant                      |
| Boxer/Wrestler Manager   | Fishing Guide  | Plumber  |
| Broker (Agriculture)   | Food Worker  | Podiatrist   |
| Broker (Insurance, Agricultural,<br>Insurance, Mortgage, Real<br>Estate, etc.) | Franchise Broker/Dealer  | Poison Manufacturer/Seller                         |
| Camp Club Salesperson  | Fuel Distributor   | Private Detective/Investigator                     |
| Cash Buyer (Agricultural)  | Funeral Director (Mortician)                                       | Private Security Guard                             |
| Charter Boat Operator  | Groomer-Race Horse   | Produce Dealer                                     |
| Chiropractor   | Health Care Assistant  | Promoter (Boxing & Wrestling)                      |
| Commercial Fisher  | Hearing Aid Fitter & Trainee                                       | Psychiatrist                                       |
| Concessions Person   | Horse Trainer  | Psychologist                                       |
| Construction (Contractor, Inspector,<br>Installation, etc.)                    | Inspector (Building, Amusement<br>Ride, etc.)                      | Psychotherapist                                    |
| Contractor (Electrical, General)   | Insurance Adjuster   | Radiologic Technician                              |
| Controlled Substance Manufacturer/<br>Researcher/Wholesaler                    | Insurance Sales (Broker, Agent, etc.)                              | Radiologist  |
| Cosmetologist  | Investment Advisor   | Real Estate Appraiser                              |
| Counselor (Hypnotherapist, School,<br>Mental Health, etc.)                     | Jockey/Jockey Agent  | Real Estate Sales (Agent, Broker,<br>Sales Person) |
| Court Reporter   | Land Development Representative                                    | Referee (Boxing)                                   |
| Credit Advisor   | Librarian  | Respiratory Therapist                              |
| Daily Technician   | Lobbyist   | Seafood Broker                                     |
| Debt Adjuster  | Manicurist   | Seed Dealer  |
| Dental Hygienist   | Massage Therapist  | Slaughter-Agricultural                             |
| Dentist  | Master, Mate & Pilot (Marine)                                      | Social Worker (Marriage & Family)                  |
| Dietician  | Midwife  | Stockbroker  |
|  | Motor Vehicle (Dealer, Manufacturer)                               | Surveyor   |
|  | Motor Vehicle Transporter  | Teacher-Schools                                    |
|  |  | Tow Truck Operator                                 |
|  |  | Trapper-Fur  |
|  |  | Veterinarian & Technician                          |

## Section III – Preparing for Employment

### *WorkSource Centers/Job Service Centers*

A network of 12 WorkSource Centers provides information and technology all in one place for job seekers and employers to conduct successful job searches and employee recruitment efforts. The centers allow for self-directed efforts through kiosks and the Internet, as well as providing group counseling, workshops, and one-on-one consultations. Additional WorkSource Centers will be opening throughout the state by June 2000.

The 30 Job Service Centers in Washington State are a critical component of the WorkSource system. The Job Service Centers help job seekers with testing, employment counseling, job search assistance, and other services. They assist employers with recruiting, testing and screening of potential employees, and serve as an information source on a variety of employment issues.

#### WorkSource Centers

**WorkSource Bellevue**

13133 Bel-Red Road  
Bellevue, WA 98009  
Telephone: 425/990-3700

**WorkSource Columbia College**

107 West Jewett Blvd.  
White Salmon, WA 98672  
Telephone: 509/493-1210  
*or* 1-800/511-7388

**WorkSource Cowlitz/  
Wahkiakum**

711 Vine Street  
Kelso, WA 98626  
Telephone: 360/577-2250

**WorkSource Cowlitz/  
Wahkiakum**

1526 Commerce Avenue  
Longview, WA 98632  
Telephone: 360/425-3430

**WorkSource Mason County**

2502 North Olympic Highway  
Suite 420  
Shelton, WA 98584  
Telephone: 360/427-2174

**WorkSource Okanogan County**

126 South Main  
Omak, WA 98841  
Telephone: 509/826-7572

**WorkSource Renton**

919 S.W. Grady Way  
Renton, WA 98055  
Telephone: 425/271-0488

**WorkSource Spokane**

130 South Arthur Street  
Spokane, WA 99202  
Telephone: 509/532-3000

**WorkSource Vancouver**

Town Plaza  
5411 East Mill Plain Blvd.  
Vancouver, WA 99661  
Telephone: 360/735-5000

**WorkSource West Vancouver**

111 West 39th Street  
Vancouver, WA 98660  
Telephone: 360/696-8417

**WorkSource Walla Walla**

1530 Stevens  
Walla Walla, WA 99362  
Telephone: 509/527-4393

**WorkSource Whatcom**

101 Prospect Street  
Bellingham, WA 98225  
Telephone: 360/671-1660



# Section III – Preparing for Employment

## *WorkSource Centers/Job Service Centers*

### Job Service Centers

**Auburn**

2707 I Street N.E.  
Auburn, WA 98071-0070  
Telephone: 253/833-0102

**Bellevue**

13133 Bel-Red Road  
Bellevue, WA 98009-2044  
Telephone: 206/990-3700

**Bellingham**

216 Grand Avenue  
Bellingham, WA 98227  
Telephone: 360/676-1521

**Bremerton**

4980 Auto Center Way  
Bremerton, WA 98312  
Telephone: 360/478-4941

**Coastal Career Center**

511 West Heron  
Aberdeen, WA 98520  
Telephone: 360/533-9318

**Columbia Gorge**

107 West Jewett Blvd.  
White Salmon, WA 98672  
Telephone: 509/493-1210

**Colville**

162 South Wynne  
Colville, WA 99114  
Telephone: 509/685-2101

**Cowlitz County**

711 Vine Street  
Kelso, WA 98626  
Telephone: 360/577-2250

**Everett**

840 Broadway North  
Everett, WA 98206  
Telephone: 425/339-4901

**Interstate JSC**

3738 Pacific Avenue, S.E.  
Olympia, WA 98507  
Telephone: 360/407-5050

**Lakewood**

4908 112th Street, S.W.  
Tacoma, WA 98499  
Telephone: 253/589-6350

**Lakewood North**

10107 S. Tacoma Way,  
Bldg. A2  
Tacoma, WA 98499  
Telephone: 253/589-7119

**Lewis County**

2015 N.E. Kresky Road  
Chehalis, WA 98532  
Telephone: 360/748-2360

**Lynnwood**

6606 196th Street, S.W.  
Lynnwood, WA 98046  
Telephone: 425/712-0110

**Moses Lake**

1616 South Pioneer Way  
Moses Lake, WA 98837  
Telephone: 509/766-2559

**Mount Vernon**

301 Valley Mall Way, Suite 110  
Mount Vernon, WA 98273  
Telephone: 360/416-3500

**North Seattle**

12550 Aurora Avenue North  
Seattle, WA 98133  
Telephone: 206/440-2500

**Okanogan County**

126 South Main  
Omak, WA 98841  
Telephone: 509/826-7310

**Olympia**

3738 Pacific Avenue, S.E.  
Olympia, WA 98507  
Telephone: 360/407-5100

**Port Angeles**

1601 East Front Street  
Port Angeles, WA 98362  
Telephone: 360/457-9407

**Rainier**

2531 Rainier Avenue South  
Seattle, WA 98122-9510  
Telephone: 206/721-6000

**Renton**

1000 Index Avenue, N.E.  
Renton, WA 98056  
Telephone: 425/277-7160

**Spokane**

South 130 Arthur  
Spokane, WA 99207  
Telephone: 509/532-3000

**Sunnyside**

800 East Custer  
Sunnyside, WA 98944  
Telephone: 509/836-5405

**Tacoma**

1313 Tacoma Avenue South  
Tacoma, WA 98401  
Telephone: 253/593-7300

**Tri-Cities**

3900 West Court Street  
Pasco, WA 99302  
Telephone: 509/543-3001

**Vancouver**

5411 E. Mill Plain Blvd.  
Bldg. 3, Ste. B  
Vancouver, WA 98661  
Telephone: 360/735-5000

**Walla Walla**

1530 Stevens Street  
Drawer H  
Walla Walla, WA 99362  
Telephone: 509/527-4393

**Wenatchee**

215 Bridge Street  
Wenatchee, WA 98807-1927  
Telephone: 509/665-6605

**Yakima**

306 Division Street  
Yakima, WA 98902  
Telephone: 509/574-0100

# Section III – Preparing for Employment

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## *Community-Based Organizations*

Community-based organizations are private nonprofit organizations representative of the community or a significant segment of the community, providing employment and training services or activities.

There are many organizations fitting this definition, such as agencies serving women, community action agencies, agencies serving youth, and union-related organizations. A few of the community-based organizations from around the state are listed below in **alphabetical order by city name**.

### **Coastal Community Action Program**

117 East 3rd  
Aberdeen, WA 98520  
Telephone: 360/533-5100

### **Kitsap Community Action Program**

1201 Park Avenue  
Bremerton, WA 98337  
Telephone: 360/377-0053

### **Sound Institute**

1200 Navy Yard Highway  
Bremerton, WA 98312  
Telephone: 360/479-8677

### **Lewis County Work Opportunity**

122 Sears Road  
Chehalis, WA 98532  
Telephone: 360/748-9921

### **Community Action Center**

101 North Main  
Colfax, WA 99111  
Telephone: 509/397-2205

### **Northeast Washington Rural Resources**

320 North Main  
Colville, WA 99114  
Telephone: 509/684-8421

### **Community Action Council of Lewis, Mason and Thurston Counties**

6004 Martin Way, N.E.  
Olympia, WA 98516  
Telephone: 360/438-1100

### **Lower Columbia Community Action**

P.O. Box 2129  
Longview, WA 98632  
Telephone: 360/425-3430

### **Grant County Community Action Council**

604 West 3rd  
P.O. Box 820  
Moses Lake, WA 98837  
Telephone: 509/765-9206

### **Northwest Intertribal Council**

P.O. Box 115  
Neah Bay, WA 98357  
Telephone: 360/645-2201

### **Community Youth Services**

824 Fifth Avenue, S.E.  
Olympia, WA 98501  
Telephone: 360/943-0780

### **Goodwill Industries**

307 West Columbia  
Pasco, WA 99301  
Telephone: 509/547-7717

### **Northwest Services Council**

111 East Third, Suite 1-D  
Port Angeles, WA 98362  
Telephone: 360/452-6202

### **Apprenticeship and Non-traditional Education for Women (ANEW)**

P.O. Box 2490  
Renton, WA 98056-2490  
Telephone: 425/235-2212

### **Asian Counseling and Referral Service**

1032 South Jackson Street, #200  
Seattle, WA 98104  
Telephone: 206/461-3606

### **Atlantic Street Center**

2103 South Atlantic  
Seattle, WA 98144  
Telephone: 206/329-2050

### **Center for Career Alternatives**

901 Rainier Avenue South  
Seattle, WA 98144  
Telephone: 206/322-9080

### **Central Area Motivation Program (CAMP)**

722 18th Avenue  
Seattle, WA 98122  
Telephone: 206/329-4111

### **Chinese Information and Service Center**

409 Maynard Avenue S., Suite 203  
Seattle, WA 98104  
Telephone: 206/624-4062

### **El Centro de la Raza**

2524 16th Avenue South  
Seattle, WA 98144  
Telephone: 206/329-9442

### **Employment Opportunities Center**

675 South Lane, Suite 402  
Seattle, WA 98104  
Telephone: 206/587-2828

### **Jewish Family Services**

1601 16th Avenue  
Seattle, WA 98122  
Telephone: 206/461-3240

### **Metrocenter YMCA**

909 Fourth Avenue, 6th Floor  
Seattle, WA 98104  
Telephone: 206/382-5011

### **Operational Emergency Center**

3800 South Myrtle, Suite A  
Seattle, WA 98118  
Telephone: 206/725-2100

## Section III – Preparing for Employment

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### *Community-Based Organizations (cont.)*

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#### **United Indians of All Tribes**

P.O. Box 99100  
Seattle, WA 98199  
Telephone: 206/285-4425

#### **Urban League of Metropolitan Seattle**

105 14th Avenue  
Seattle, WA 98122-5594  
Telephone: 206/461-3792

#### **Washington Association of Churches**

419 Occidental Ave. S., Suite 201  
Seattle, WA 98104  
Telephone: 206/625-9790

#### **Job Therapy of Snohomish County**

P.O. Box 293  
Snohomish, WA 98291  
Telephone: 425/335-0855

#### **Willapa Counseling Center**

P.O. Box 65  
South Bend, WA 98586  
Telephone: 360/875-9426

#### **American Indian Community Center**

905 East 3rd  
Spokane, WA 99202  
Telephone: 509/535-0886

#### **ARC**

West 127 Boone  
Spokane, WA 99201  
Telephone: 509/328-6326

#### **Centro Latino**

1208 South 10th Street  
Tacoma, WA 98405  
Telephone: 253/572-7717

#### **Metropolitan Development Council**

622 Tacoma Avenue South, #6  
Tacoma, WA 98402  
Telephone: 253/383-3921

#### **Tacoma Community House**

P.O. Box 5107  
Tacoma, WA 98415  
Telephone: 253/383-3951

#### **Tacoma Urban League**

2550 South Yakima  
Tacoma, WA 98415  
Telephone: 253/383-2006

#### **Washington Womens Employment and Education**

3516 South 47th Street, #205  
Tacoma, WA 98409  
Telephone: 253/474-9933

#### **YWCA**

405 Broadway  
Tacoma, WA 98402  
Telephone: 253/272-4181

#### **Blue Mountain Action Council**

34 Boyer Avenue  
Walla Walla, WA 99362  
Telephone: 509/5294980

#### **Project Read**

120 East Birch, #10  
Walla Walla, WA 99362  
Telephone: 509/525-8939

#### **People for People**

P.O. Box 1665  
Yakima, WA 98907  
Telephone: 509/248-6726

#### **Yakima Valley Farm**

**Workers Clinic**  
602 Nob Hill Blvd.  
Yakima, WA 98901  
Telephone: 509/248-3334

#### **Yakima Valley OIC**

815 Fruitvale Blvd.  
Yakima, WA 98902  
Telephone: 509/248-6751

## Section III – Preparing for Employment

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### *Coordinators of Services for Students With Disabilities*

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#### **COMMUNITY COLLEGES**

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##### **Bellevue Community College**

Susan Morgan  
Telephone: 425/641-2392

##### **Big Bend Community College**

Dan Fortier  
Telephone: 509/762-6233

##### **Centralia College**

Bonnie Bennedsen  
Telephone: 360/736-9391

##### **Clark College**

Duane Henry  
Telephone: 360/992-2260

##### **Columbia Basin College**

Peggy Buchmiller  
Telephone: 509/547-0511

##### **Edmonds Community College**

Marva Brown  
Telephone: 425/640-1536

##### **Everett Community College**

Roxanna Hansen  
Telephone: 425/388-9273

##### **Grays Harbor College**

John Rajcich  
Telephone: 360/538-4068

##### **Green River**

##### **Community College**

Karen Bruno  
Telephone: 253/833-9111  
ext. 2631

##### **Highline Community College**

Jim Field  
Telephone: 206/878-3710

##### **Lower Columbia College**

Carol McNair  
Telephone: 360/577-3406

##### **North Seattle Community College**

Bateman Harris  
Telephone: 206/527-7307

##### **Olympic College**

Anna Hoey-Dorsey  
Telephone: 360/478-4607

##### **Peninsula College**

Maria Pena  
Telephone: 360/417-6347

##### **Pierce College**

Debbie Wynn  
Telephone: 253/964-6527

##### **Seattle Central Community College**

Al Souma  
Telephone: 206/587-4169

##### **Shoreline Community College**

Kim Thompson  
Telephone: 206/416-7818

##### **Skagit Valley College**

Eric Anderson  
Telephone: 360/416-7818

##### **South Puget Sound Community College**

Laurie Tremblay  
Telephone: 360/754-7711, ext.362

##### **South Seattle Community College**

Roxanne Tillman  
Telephone: 206/763-5137

##### **Spokane Community College**

Amy Shives  
Telephone: 509/533-7038

##### **Spokane Falls Community College**

Ben Webinger  
Telephone: 509/533-3543

##### **Tacoma Community College**

Marie Markham  
Telephone: 253/566-5339

##### **Walla Walla Community College**

Sally Wagoner  
Telephone: 509/527-4258

##### **Wenatchee Valley College**

Marilee Clark  
Telephone: 509/664-2529  
ext. 2185

##### **Whatcom Community College**

Lynn Blackwell  
Telephone: 360/676-2170

##### **Yakima Valley College**

Mark Cornett  
Telephone: 509/574-4961

#### **TECHNICAL COLLEGES**

---

##### **Bates Technical College**

Dan Eberle  
Telephone: 253/596-1698

##### **Bellingham Technical College**

Susan Kerrick-Degnan  
Telephone: 360/738-3105, ext. 438

##### **Clover Park Technical College**

Christopher Jones  
Telephone: 253/589-5767

##### **Lake Washington Technical College**

Heidi Shepherd  
Telephone: 425/739-8102

##### **Renton Technical College**

Mike Dahl  
Telephone: 425/235-2352

## Section III – Preparing for Employment

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### *Coordinators of Services for Students With Disabilities (cont.)*

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#### STATE AGENCIES

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##### **Governor's Committee on Disability Issues and Employment**

605 Woodland Square Loop  
P.O. Box 9048  
Olympia, WA 98507-9048  
Telephone: 360/438-3168

##### **Department of Services for the Blind**

1400 S. Evergreen Park Dr., #100  
P.O. Box 40933  
Olympia, WA 98504-0933  
Telephone: 360/586-1224

##### **Department of Labor and Industries**

P.O. Box 44400  
Olympia, WA 98504-4400  
Telephone: 360/902-5800

##### **Department of Veterans Affairs**

1011 Plum Street  
P.O. Box 41150  
Olympia, WA 98504-1150  
Telephone: 360/753-5586

##### **Division of Vocational Rehabilitation Department of Social and Health Services**

612 Woodland Square Loop, S.E.  
P.O. Box 45340  
Olympia, WA 98504-5340  
Telephone: 360/438-8008 V/TDD)

##### **Higher Education Coordinating Board**

Denise Colley  
Telephone: 360/753-7828

##### **State Board for Community and Technical Colleges**

Rhonda Coates  
Telephone: 360/753-4694

#### CLIENT SERVICES

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##### **Region 1 DSHS/DVR**

East 901 2nd Avenue, Suite 300  
Spokane, WA 99202  
VOICE/TTD  
Telephone: 509/533-2260

##### **Region 2 DSHS/DVR**

1002 North 16th Avenue  
Box 12500  
Yakima, WA 98909-2500  
VOICE/TTD  
Telephone: 509/575-2164

##### **Region 3 DSHS/DVR**

840 North Broadway, Bldg. B  
Everett, WA 98201-1290  
VOICE/TTD  
Telephone: 425/339-4880

##### **Region 4 DSHS/DVR**

1700 East Cherry  
Seattle, WA 98122-4696  
VOICE/TTD  
Telephone: 206/720-3200

##### **Region 5 DSHS/DVR**

1949 S. State Street, First Floor  
Tacoma, WA 98405-2850  
Telephone: 253/593-2350

##### **Region 6 DSHS/DVR**

720 Sleater-Kinney, S.E., Suite R  
P.O. Box 45345  
Olympia, WA 98504-5345  
Telephone: 360/438-8940

## Career Guide Customer Satisfaction Survey

The Workforce Training and Education Coordinating Board is committed to high-quality customer satisfaction and continuous improvement. You can help us meet our commitment by completing this form, detaching it, and mailing it in. Please circle the words that best answer the following questions. In the space provided please elaborate on your response, if appropriate.

|  |                   |                     |                 |
|--|-------------------|---------------------|-----------------|
| 1. How useful is the information presented in this report? | Not Useful        | Somewhat Useful     | Very Useful     |
| 2. How clear is the information presented in this report?  | Not Clear         | Somewhat Clear      | Very Clear      |
| 3. How complete is the information?                        | Not Complete      | Somewhat Complete   | Very Complete   |
| 4. How accurate is the information?                        | Not Accurate      | Somewhat Accurate   | Very Accurate   |
| 5. How is the information presented?                       | Not Enough Detail | Right Amount Detail | Too Much Detail |
| 6. How is the length of the document?                      | Too Short         | About Right         | Too Long        |

7. How did you expect to use this publication? How have you used this publication?

8. How can this publication be made more useful in future editions?

### Please Tell Us About Yourself

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|-----------|---|----------|
| JOB TITLE | SECTOR<br>Public ____ Private ____ Nonprofit ____ | ZIP CODE |
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Would you like to be contacted about future WTECB initiatives in this field? Yes \_\_\_\_ No \_\_\_\_

If we have any questions about what you have written here, may we contact you? Yes \_\_\_\_ No \_\_\_\_  
(If you answered "yes" to this question, please fill out the following.)

|                  |            |               |
|------------------|------------|---------------|
| NAME             | ADDRESS    |               |
| TELEPHONE NUMBER | FAX NUMBER | EMAIL ADDRESS |

Thank you for responding to this reader information survey. Please mail your response to:

### Workforce Training and Education Coordinating Board

P.O. Box 43105  
Olympia, WA 98504-3105

For additional information, please call or fax:  
(360) 753-5662 / Fax (360) 586-5862